



# **User Manual**

*MyThoughts for Mac OS X*

*Version 1.3*

*Mode de Vie Software*

*Melbourne, Australia*

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# Table of Contents

<b>Introduction</b>	<b>1</b>
Welcome	1
Acknowledgements	1
<i>MyThoughts for Mac 1.3</i>	1
<i>User Manual</i>	1
<i>Third party acknowledgements</i>	1
Important Documents Notes	2
Conventions Used	3
<i>MyThoughts for Mac Menus</i>	3
<b>Installation &amp; Registration</b>	<b>4</b>
How to Install MyThoughts for Mac (Non App Store)	4
<i>Download MyThoughts for Mac</i>	4
<i>Install MyThoughts for Mac</i>	4
How to Register MyThoughts for Mac	5
<i>Register MyThoughts for Mac</i>	5
<i>Enter the Serial Number</i>	6
<b>What's New in MyThoughts for Mac Version 1.3</b>	<b>7</b>
Keyboard Shortcuts	7
<i>File Keyboard Shortcuts</i>	8
<i>View Keyboard Shortcuts</i>	8
<i>Edit Keyboard Shortcuts</i>	9
<i>Format Keyboard Shortcuts</i>	9
<i>Thoughts Keyboard Shortcuts</i>	10
<i>Outline Note Editor Keyboard Shortcuts</i>	10
<i>Arrange Layers Keyboard Shortcuts</i>	10
The Mind Map Sheet	11
The MyThoughts for Mac Toolbar	12
The MyThoughts for Mac Inspector	13
<i>The Mind Map Sheet Inspector</i>	13
<i>The Branch Image Inspector</i>	15
Setting the MyThoughts for Mac Preferences	16
<i>The General Tab of the Preferences Dialog Box</i>	16
<i>Autosave</i>	17
<i>Updates</i>	17
<i>Freemind Imports</i>	18
<i>The Thought Map Tab of the Preferences Dialog Box</i>	19
<i>The Notes Tab of the Preferences Dialog Box</i>	20

<b>Mind Mapping with MyThoughts for Mac</b>	<b>21</b>
The Central Thought Text	21
<i>Editing the Central Thought Text</i>	22
<i>Moving the Central Thought Text</i>	22
<i>Changing the Font of the Central Thought Text</i>	23
<i>Via the Font button on the Toolbar</i>	23
<i>Via the Inspector</i>	24
<i>Changing the Format of the Central Thought Text</i>	25
The Central Thought Image	27
<i>Changing the Central Thought Image</i>	27
<i>Using The Media Browser</i>	27
<i>Using an Image from Finder</i>	28
<i>Using an Image from the Web Browser</i>	28
<i>The Central Thought Image Settings</i>	29
<i>Resizing the Central Thought Image</i>	30
Adding Branches	31
<i>Adding Branches with Click &amp; Generate</i>	31
<i>Adding a Parent Branch</i>	32
<i>Adding a Child Branch</i>	33
<i>Adding a Sibling Branch</i>	34
<i>Adding Branches with Click &amp; Draw</i>	35
<i>Adding a Parent Branch</i>	36
<i>Adding a Child Branch</i>	37
<i>Adding a Sibling Branch</i>	38
<i>Auto-arrange Mind Map Branches</i>	39
<i>Go to the Main Menu and select Arrange&gt;Reorganize Branches</i>	39
<i>Collapsing and Expanding a Branch</i>	40
<i>Inserting a New Sibling Branch</i>	41
<i>Moving the position of a Branch</i>	42
<i>Moving a Branch to a different Parent Branch</i>	42
<i>Deleting a Branch</i>	43
<i>Cut/Copy and Paste a Branch</i>	44
<i>Adjusting Branch Curvature</i>	45
Changing Branch Colors	46
<i>Change Branch Colors using the Mind Map Inspector's color wheel</i>	46
<i>Change an Individual Branches Color using the Branch Inspector</i>	47
Branch Styles	48
<i>Changing the Branch Style</i>	49
<i>Changing the default Branch Style for the new Mind Map using Preferences</i>	50
<i>Moving the Branch Styled Text Box</i>	51

Branch Text	51
<i>Changing the default Font for new Mind Maps using Preferences</i>	52
<i>Changing the Text Font for the Entire Mind Map</i>	53
<i>Changing the Text Font for selected branches only</i>	54
Adding Branch Links	55
Branch File Links	56
<i>Adding a File Link using the Branch Inspector</i>	56
<i>Adding a File Link by Drag &amp; Drop</i>	57
<i>Deleting a Branch File Link</i>	57
Branch Web Links	58
<i>Adding a Web Link using the Branch Inspector</i>	58
<i>Adding a Web Link using Drag &amp; Drop directly from a Web Browser</i>	59
<i>Deleting a Branch Web Link</i>	59
<i>The Mind Map Background Settings</i>	60
The Media Browser	61
Media Browser Photographs	61
<i>Adding Photos to Branches</i>	62
<i>Resizing and Moving Media Browser iPhoto Photographs</i>	63
<i>Deleting Photos from Branches</i>	63
Media Browser Icons	64
<i>Adding Icons to Branches</i>	65
<i>Deleting Icons from Branches</i>	65
Media Browser Images	66
<i>Adding Images to Branches</i>	67
<i>Resizing and Moving Media Browser Images</i>	68
<i>Deleting Images from Branches</i>	68
Media Browser Search	69
Image Settings	70
<i>Resizing and Moving Images</i>	70
<i>Adjusting how an Image or Photograph is Displayed</i>	71
<i>Opacity</i>	72
<i>Rotation</i>	73
<i>Border</i>	74
<i>Shadow</i>	75
<i>Arranging Image Layers</i>	76
<i>MyThoughts for Mac and iPhoto Library Manager</i>	77
<i>Adding or Clearing an Image using the Image Inspector</i>	78
Adding Properties to a Mind Map Document	79
Relationships	80
<i>Adding a Relationship Line Between Branches</i>	81

Mind Map Notes	82
<i>Adding Notes</i>	83
<i>What can be added to the Notes Editor</i>	84
<i>Activating/De-activating Outline Numbering</i>	85
Adding Floating Text	86
<i>Formatting Floating Text</i>	87
<i>Changing the Font of Floating Text</i>	88
Panning to view a large Mind Map	89
Printing with the MyThoughts for Mac Print Manager	89
<i>The Preview Dialog of the MyThoughts for Mac Print Manager</i>	89
<i>The Header &amp;Footer Dialog of the MyThoughts for Mac Print Manager</i>	90
<i>The Borderless Printing Dialog of the MyThoughts for Mac Print Manager</i>	91
Importing Files	92
<i>Importing FreeMind Files</i>	92
<i>Importing OPML Files</i>	93
Exporting your Mind Map	94
<i>Exporting your Mind Map as an Image</i>	94
<i>Exporting your Mind Map as a Document</i>	95
<i>Exporting your Mind Map as OPML</i>	96
<i>Exporting your Mind Map as RTFD</i>	97
<i>Exporting your Mind Map as Word</i>	99
<i>Exporting your Mind Map as PDF</i>	101
<b>Learning Resources</b>	<b>104</b>
MyThoughts for Mac Video Tutorials	104
MyThoughts Community Help Desk	104
<b>Contact Details</b>	<b>104</b>

# Introduction

## Welcome

Welcome to the MyThoughts for Mac User Manual, we hope that you find it useful in your early days of creating your MyThoughts for Mac Mind Maps.

We have aimed to make this user manual as visual as possible, after all mind mappers are visual people.

We thank you for choosing MyThoughts for Mac as your Mind Map creation application of choice, and we wish you much success with your great thoughts and ideas.

*Alan & Susanne*

## Acknowledgements

### MyThoughts for Mac 1.3

Designed and Developed by Mode de Vie Software, Melbourne, Australia.

### User Manual

Written by S. Edwards of Mode de Vie Software. © Copyright 2011, Mode de Vie Software. All rights reserved.

### Third party acknowledgements

Mode de Vie Software would like to acknowledge the following companies for their support in the creation of MyThoughts for Mac:

#### **Apple Computer, Inc**

Software Licensing, Austin, TX. USA

#### **MAAttachedWindow code**

[Matt Gemmell](#)

#### **iPhoto Library Manager by Fat Cat Software**

<http://www.fatcatsoftware.com>


#### **Sparkle**

Andy Matuschak

#### **Feedback Reporter**

Jens Alfke, Torsten Curdt, Fraser Speirs

## **Important Documents Notes**

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Other company and product names mentioned herein are trademarks of their respective companies. Mention of third-party products is for information purposes only and constitutes neither an endorsement nor a recommendation. Mode de Vie Software assumes no responsibility with regard to the performance or use of these products.

## Conventions Used

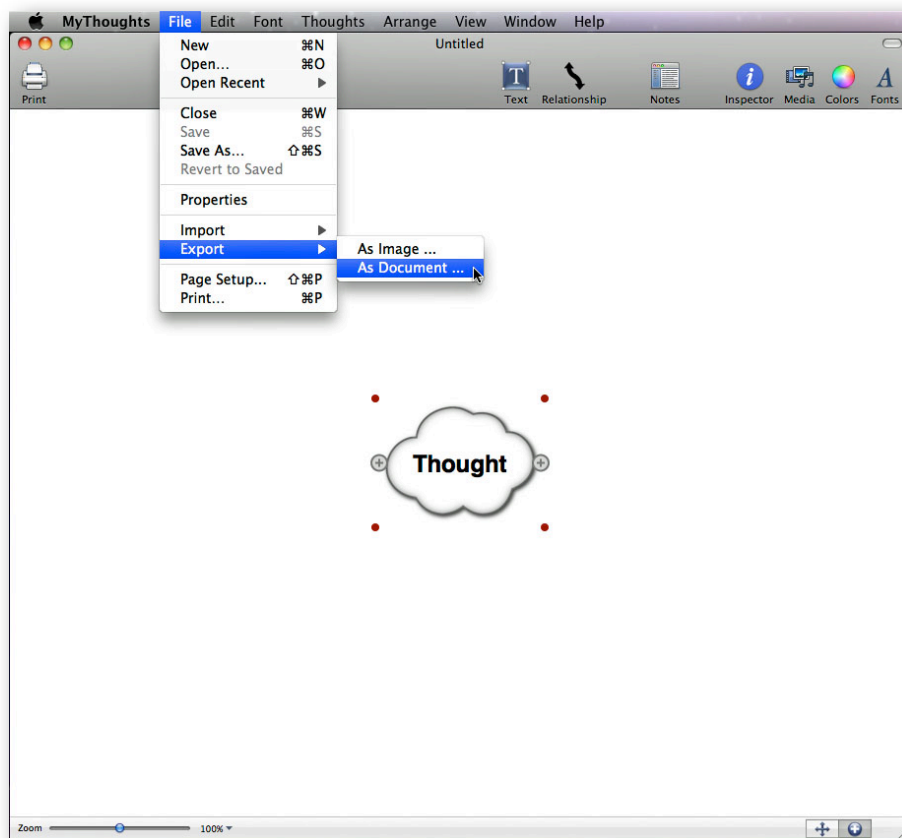
### MyThoughts for Mac Menus

There are a number of Menu options to follow in the MyThoughts for Mac menu bar menu system.

Throughout the manual the instructions for accessing menu options will appear as follows.

File>Export>As Image

The example above takes you to the File menu, and to the submenu option “Export” with the option “As Document”





# Installation & Registration

## How to Install MyThoughts for Mac (Non App Store)

Installing MyThoughts for Mac is quick and easy.

### Download MyThoughts for Mac

If you have not already done so, download the MyThoughts for Mac 1.3.dmg file



<http://www.mythoughtsformac.com/downloads/>

MyThoughts for Mac requires MAC OS X v.10.6 or later.

MyThoughts for Mac is NOT available for Windows.

### Install MyThoughts for Mac

Double click the MyThoughts for Mac Installer Icon and then follow the installation procedure.

Once installed, eject the Disk Image.

Now that you have installed MyThoughts for Mac go to Applications in Finder and you will see the MyThoughts Folder. Open the folder and you will have the MyThoughts Application, and the User Manual.

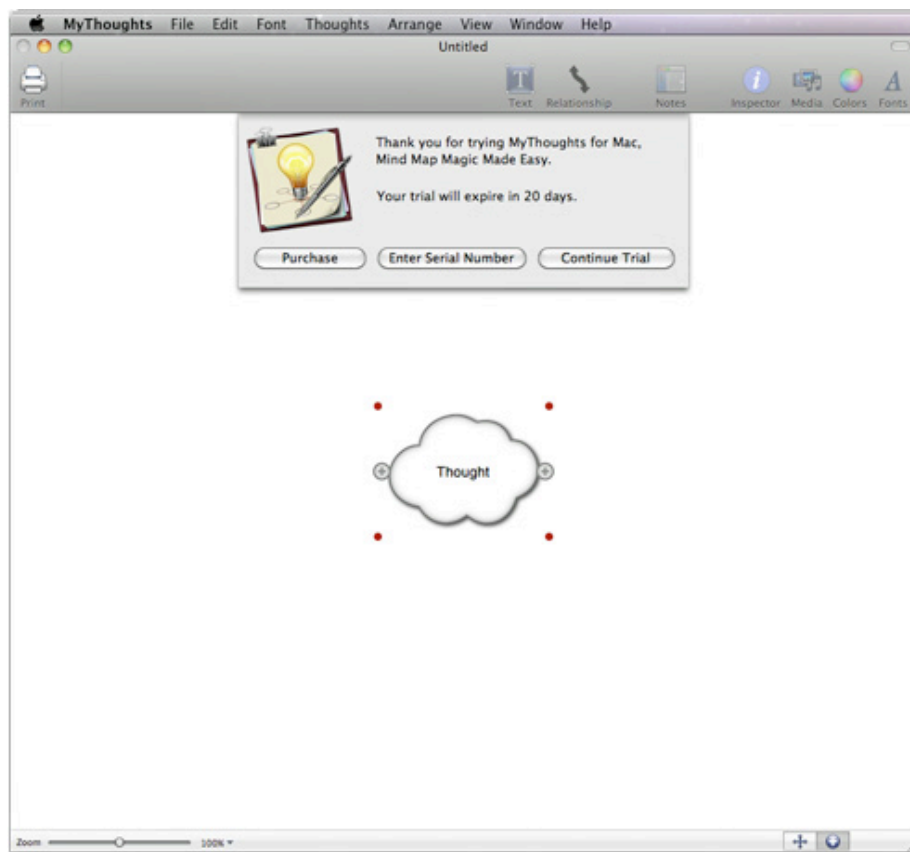
# How to Register MyThoughts for Mac

## Register MyThoughts for Mac

When you download MyThoughts for Mac for the first time you are given a period of time as a free trial, this is displayed at start-up.

At the end of the trial period you will need to purchase a serial number to continue enjoying the Mind Mapping magic of MyThoughts for Mac.

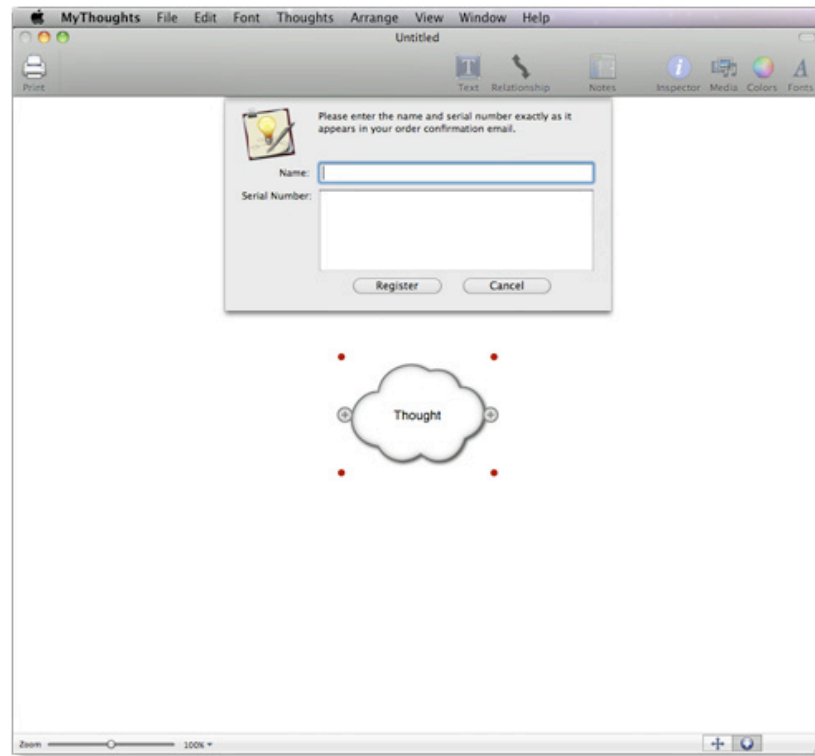
If you have MyThoughts for Mac open, go to the main menu bar and select MyThoughts>Register



## Enter the Serial Number

If you have already purchased a serial number click on “Enter Serial Number”

Enter the name and serial number **exactly** as it appears in your order confirmation email.



Click “Register”

MyThoughts for Mac is now registered for use on your Mac.

If you need to purchase a serial number click on “Purchase”

You will be forwarded to eSellerate to make your secure card payment.

Follow the steps required by eSellerate and once payment is processed MyThoughts for Mac will be registered on your Mac.

If you require assistance relating to eSellerate please visit [eSellerate's Purchaser Support](#)

# What's New in MyThoughts for Mac Version 1.3

MyThoughts for Mac 1.3 brings some new features as well as some enhancements.

- New “Click & Draw” method of adding mind map branches.
- Mind map branch Auto-arrange.
- Opacity Control for mind map sheet background images.
- Drag & Drop “Move to a different parent branch as a child”.
- Enhanced Print Manager with fine tuning for borderless printing.
- Hide Toolbar feature
- Lion Compatibility, including:-
  - Autosave, with versions
  - Full screen

Plus some under the hood tweaks and fixes.

## Keyboard Shortcuts

MyThoughts for Mac has a number of Keyboard Shortcuts

Command is shown on the keyboard as ⌘

Option/Alt is shown on the keyboard as ⌥

Shift is shown on the keyboard as ⇧

Right Arrow is shown on the keyboard as ►

Down Arrow is shown on the keyboard as ▼

Tab is shown on the Keyboard as →

## File Keyboard Shortcuts

Shortcut	Action
⌘-N	New
⌘-O	Open
⌘-W	Close
⌘-S	Save
⇧-⌘-S	Save as
⇧-⌘-P	Page set-up
⌘-Q	Quit

## View Keyboard Shortcuts

Shortcut	Action
⌘-⌘-I	Show Inspector
⌘-⌘-T	Hide Toolbar
⌘-=	Actual Size
⌘-⌘-F	Full Screen Mode

## Edit Keyboard Shortcuts

Shortcut	Action
⌘-Z	Undo
⇧-⌘-Z	Redo
⌘-X	Cut
⌘-V	Paste
⌘-A	Select All
⇧-⌘-V	Paste with Format

## Format Keyboard Shortcuts

Shortcut	Action
⌘-T	Show Font
⌘-B	Bold
⌘-I	Italic
⌘-U	Underline
⌘-+	Bigger
⌘--	Smaller
⇧-⌘-C	Show Colors
⌘-⌘-C	Copy Style
⌘-⌘-V	Paste Style

## Thoughts Keyboard Shortcuts

Shortcut	Action
⌘-▶	Add Child Branch
⌘-▼	Add Sibling Branch
⌘-R	Add Relationship
⌘-⌘-◀	Collapse Branch
⌘-⌘-▶	Expand Branch
⌘ Return	Carriage Return within Central Thought Text and Branch Text...

## Outline Note Editor Keyboard Shortcuts

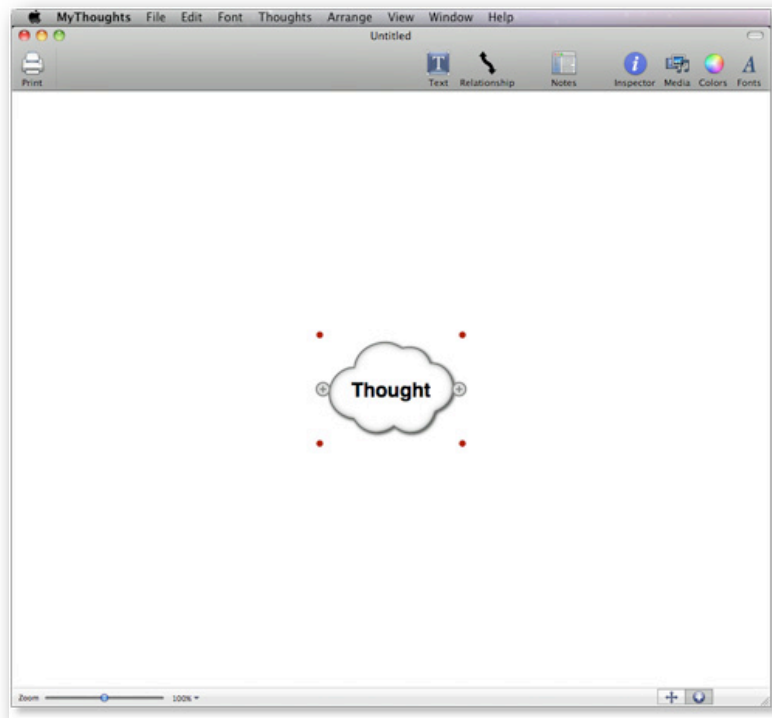
Shortcut	Action
▼	Move down the Outline List
▲	Move up the Outline List
→	To Move into Notes Text Editing Pane, with the cursor at the end of the current text.
⌘-→	To Move Back to the Outline List

## Arrange Layers Keyboard Shortcuts

Shortcut	Action
⌘-⌘-▶	Bring to the Front
⌘-⌘-⌘-▶	Bring Forward
⌘-⌘-◀	Send to the Back
⌘-⌘-⌘-◀	Send Backward

# The Mind Map Sheet

When you launch MyThoughts for Mac you are presented with a Blank Mind Map Sheet.



The white area is the area in which the Mind Map is created.

The grey area at the top is the Toolbar and is home to the buttons giving you access to functions and features.

The Cloud Image is the Central Thought Image.

The word "Thought" within the Cloud is the Central Thought Text.

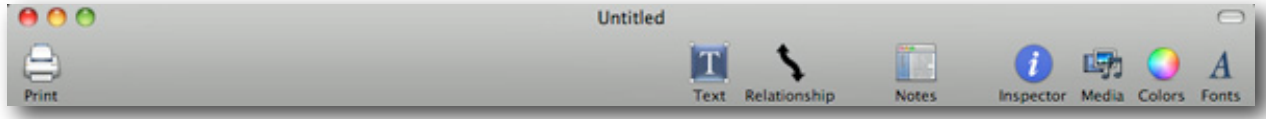
The four red dots are used to resize the Central Thought Image.

The two ⊕ symbols are clicked to add a Mind Map Branch



## The MyThoughts for Mac Toolbar

At the top of the Mind Map Sheet is the Toolbar. This is where you will find the buttons giving access to the functions and features of MyThoughts for Mac.



Click on Print to open the MyThoughts for Mac Print Manager.

Click Text to add Floating Text.

Click on Relationship when you wish to add a Relationship between Branches.

Click on Notes to view the Notes Editor.

Click on Media to view the Media Browser.

Click on Inspector to view the Inspector.

Click on Colors to edit Color Settings.

Click on Fonts to edit Font Settings.

Clicking on the Pill shaped button found at the top right of the toolbar hides the toolbar.

## The MyThoughts for Mac Inspector

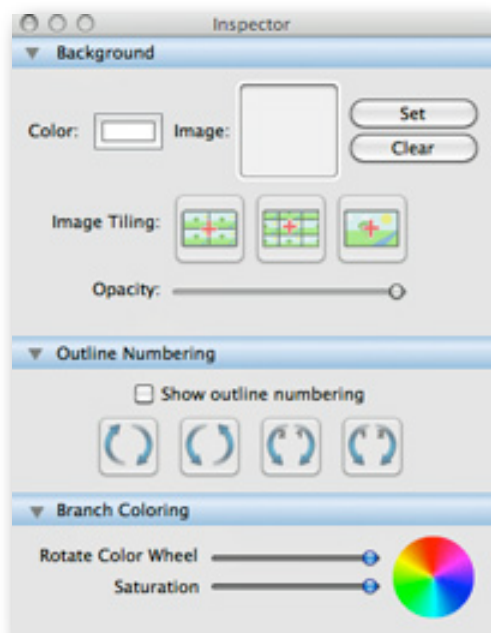
The Inspector provides an easy way to access all the options available for your mind mapping project.

To access the inspector click on the Inspector Button on the Toolbar

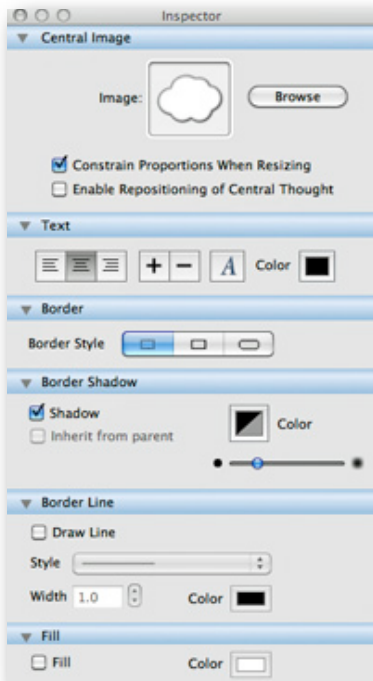


The content of the Inspector when it opens is dictated by the element of the mind map that is selected at time you click the Inspector Button. For example, if you click the Inspector button when the central image is selected then options relating to the central image are displayed.

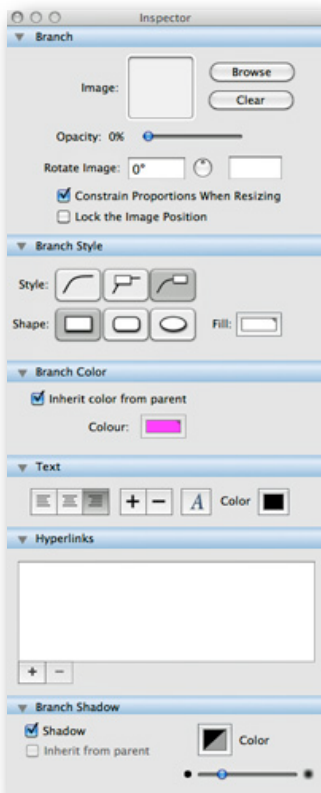
### The Mind Map Sheet Inspector



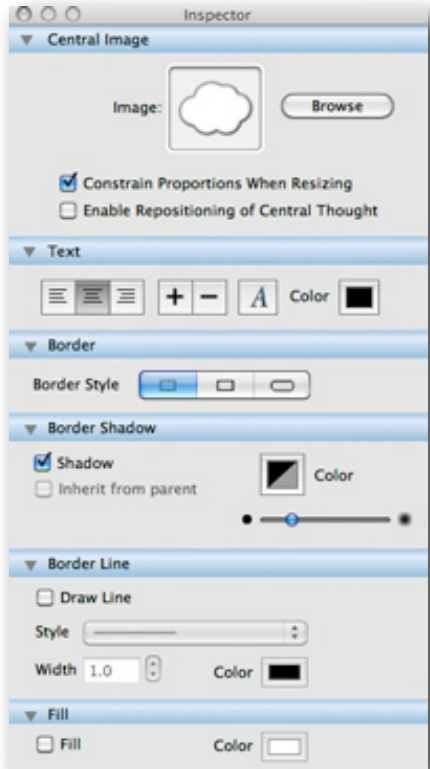
## The Central Image Inspector



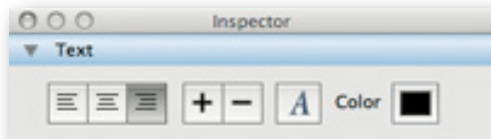
## The Mind Map Branch Inspector



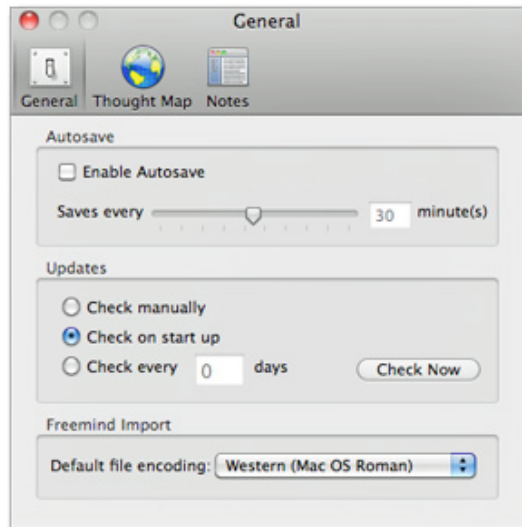
## The Branch Image Inspector



## The Text Inspector



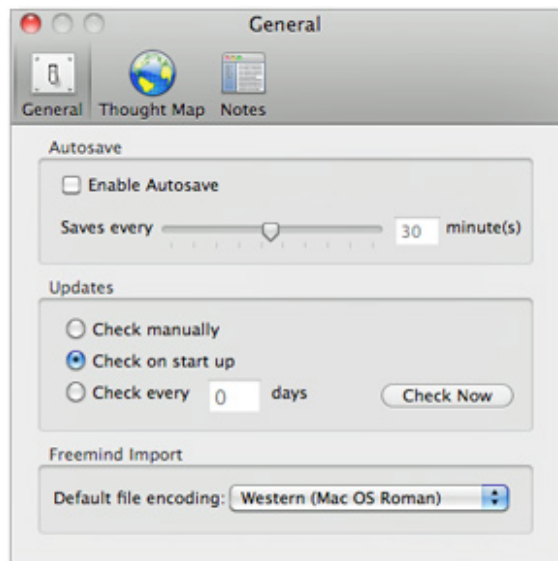
## Setting the MyThoughts for Mac Preferences



From the Main Menu select

MyThoughts>Preferences or use Shortcut Key ⌘, (Command-Comma)

### The General Tab of the Preferences Dialog Box



Enabling Autosave for non-Lion users is recommended. Autosave saves your work at set intervals, so should your Mac encounter a problem or suffer a power-outage, you will at least have a recent save to revert to.

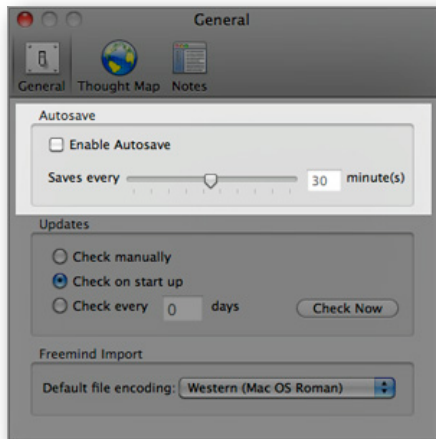
Use the slider to select the interval between saves.

Keeping your copy of MyThoughts for Mac up to date is easier if you set the check to be automatic rather than manual.

## Autosave

We recommend you enable Autosave as it is easy to get involved with your Mind Map process and should an event cause the system to fail you will have most of your work saved.

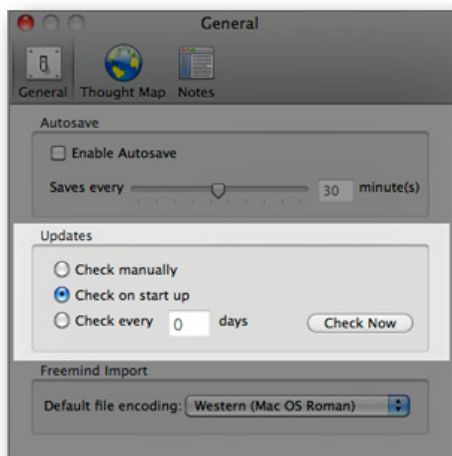
Set the duration between saves using the slider.



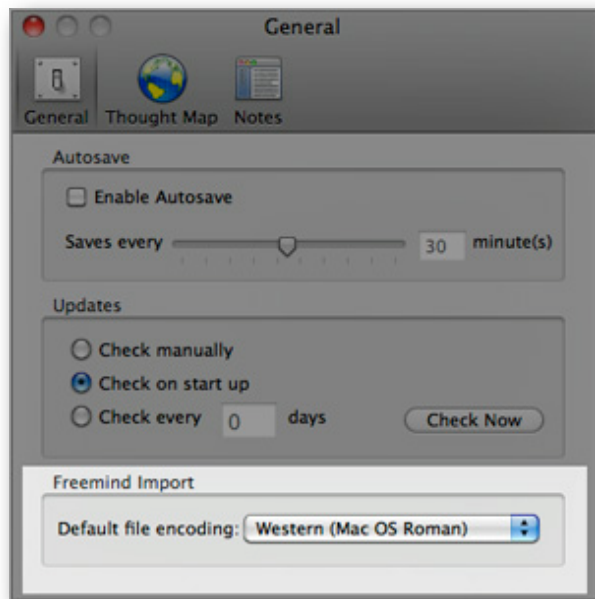
## Updates

This allows you to select how you want to manage updates. The default is set to “Check on start up”. We recommend you keep this setting. Updates number 1.X are free of charge.

If you wish to check whether there is an update available click on the “Check Now” button.



## Freemind Imports

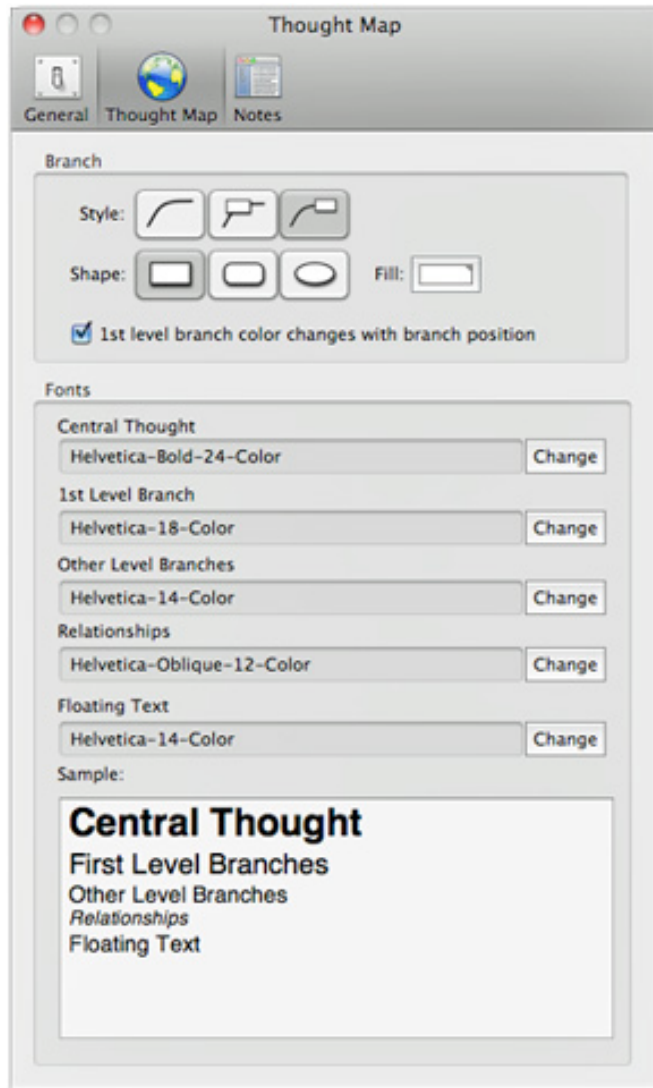


The Freemind Import Preference setting relates to the character set the Freemind file was saved with.

## The Thought Map Tab of the Preferences Dialog Box

Here you can set Font Preferences fonts for each level of the Mind Map Branch text, the Relationship Line text and the Floating Text.

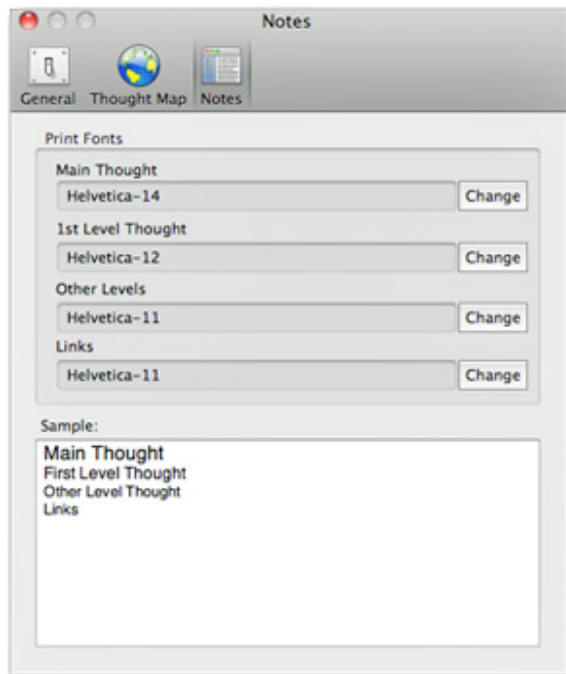
It is here that you can set a default Branch Style for all new Mind Maps.



Click on the “Change” button to the right of the Level and the Font Dialog is presented allowing you to make your selections.



## The Notes Tab of the Preferences Dialog Box



To change the Font Preferences for your Mind Map Notes.

Click on the “Change” button to the right of the Level and the Font Dialog is presented allowing you to make your selections.

# Mind Mapping with MyThoughts for Mac

## The Central Thought Text

The Central Thought is the starting point of the mind mapping process. From this point all related thoughts radiate, going into more detail as the branches, branch and branch again.

Some examples of how the order of branching is best applied

<b>Central Thought</b>	<b>Parent</b>	<b>Child</b>	<b>Grandchild</b>	<b>G-Grandchild</b>
Born	1975	March	14	
Address	Country	State	Town	Street
Name	Churchill	Winston		

So as you can see as the branches divide the thought is a becomes more detailed.

This means your central thought is the thought from which all other thoughts are triggered.

## Editing the Central Thought Text

To edit the Central Thought Text double click on the Central Thought Image.



The Text is now highlighted Blue and ready for you to overwrite with your Central Thought Text.

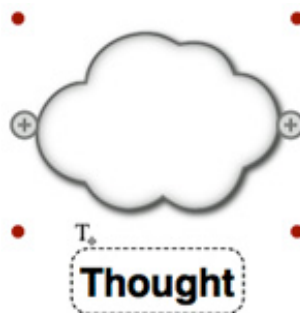
Press Return ↵ to set the text.

## Moving the Central Thought Text

The Central Thought Text can be moved around and within the Central Thought Image. Select the Central Thought Text so that a dashed line border appears.



Drag the Text to the desired location and drop.



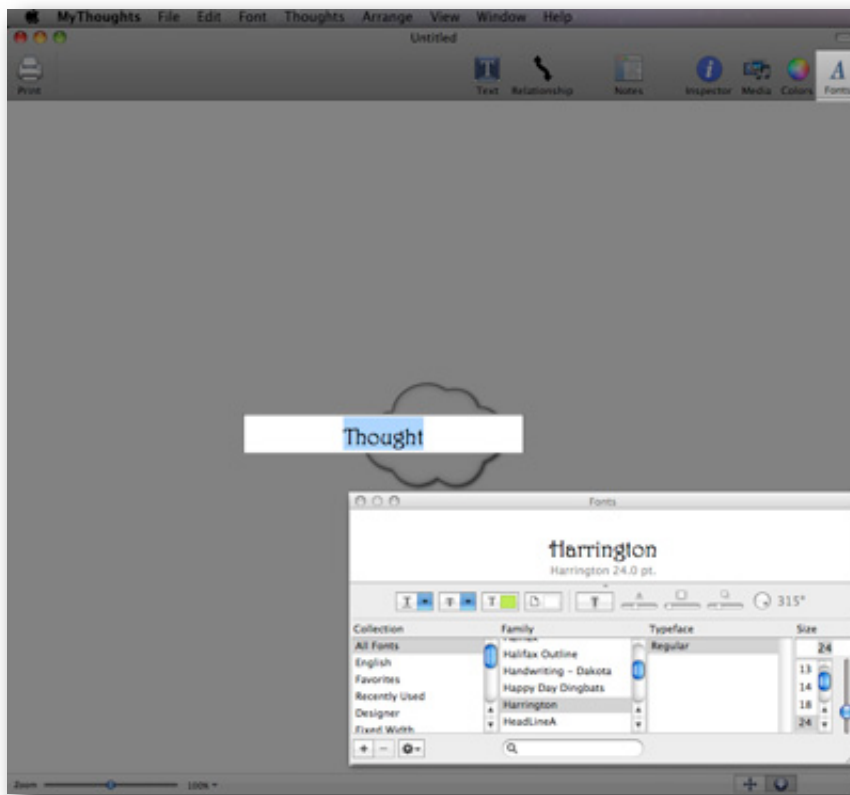
## Changing the Font of the Central Thought Text

### Via the Font button on the Toolbar

To change the Font of the Central Thought Text.

Double click on the text to select it.

Click on the “Fonts” Button on the Toolbar



The Font Dialog opens.

Make the selections you desire.

Close the Fonts dialog.

Close the Inspector.

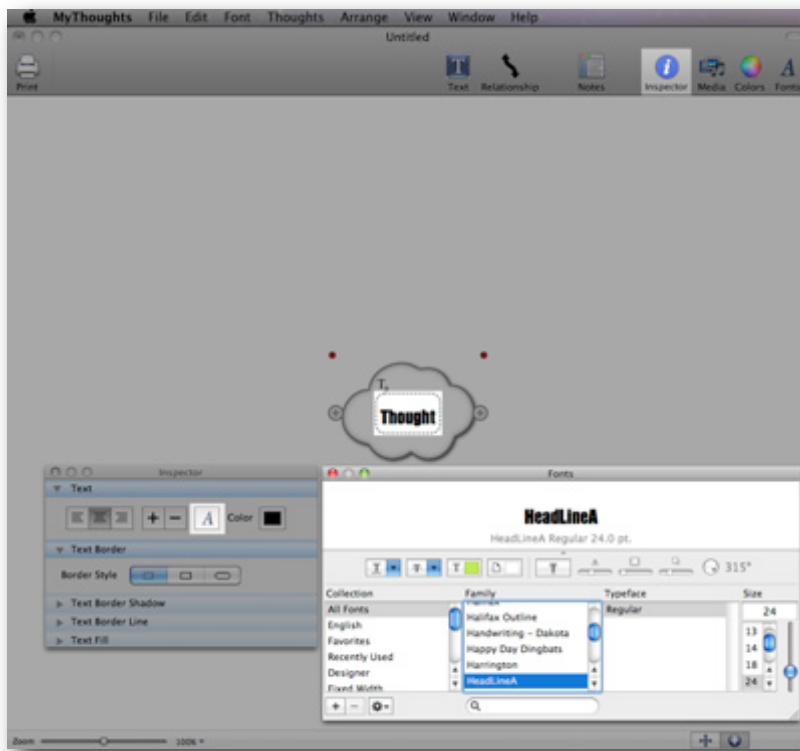
Press Return ↵ to set the text.

## Via the Inspector

To change the Font of the Central Thought Text.

Click on the Central Thought to select it.

Click on the “Inspector” Button on the Toolbar



The inspector opens.

Click on the “A” Font button

The Fonts Dialog appears

Make the Font selections.

Close the Fonts dialog.

Close the Inspector.

Press Return ↵ to set the text.

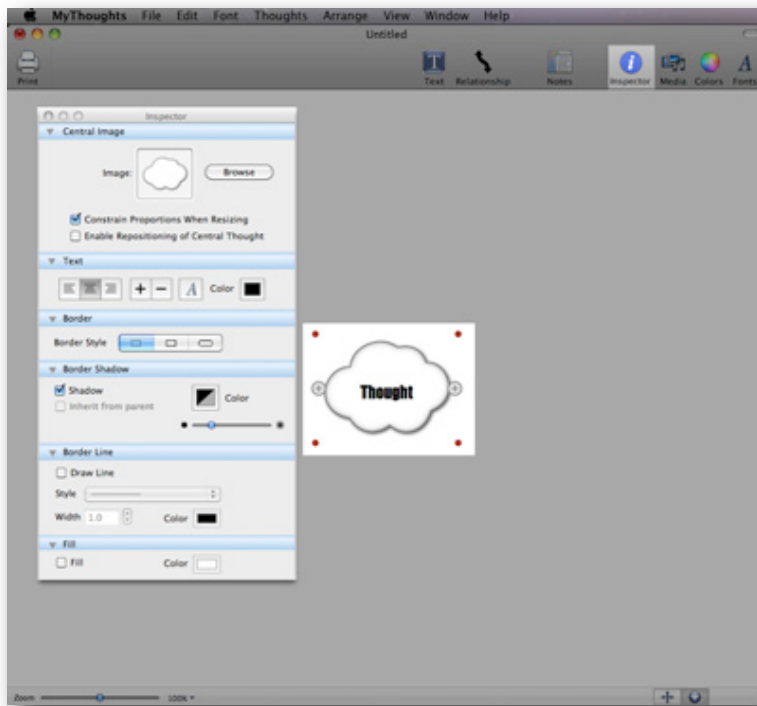
## Changing the Format of the Central Thought Text

To change the Format of the Central Thought Text.

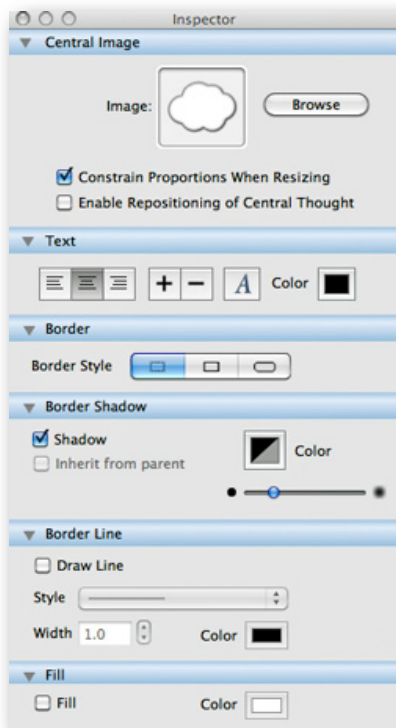
Click on the Central Thought to select it.



Click on the “Inspector” Button on the Toolbar.



The Inspector allows you to quickly and easily:-



- Align the text
- Increase the text size
- Decrease the text size
- Access the Fonts Dialog
- Change the Text color
- Other functions include:-
- Adding a border
- Adding a Border Shadow
- Selecting a style of Border Line
- Adding Fill

Make the selections you desire.

Close the Inspector.

Press Return ↵ to set the text.

# The Central Thought Image

## Changing the Central Thought Image

The key to an effective mind map is to use images as trigger. MyThoughts for Mac gives you choice and flexibility when it comes to adding Images to your Mind Map, so you will never be short of the right image for the thought.

You can use images from the inbuilt Media Browser, your own image files from Finder or you can drag and drop images directly from a web browser.

MyThoughts supports most image formats.

Note:

Be aware of image file sizes. A large image file placed onto a mind map central image or branch will inflate the size of the .myt file and slow the performance of MyThoughts. If an image file size is large, it can be reduced using an image editing application such as Pixelmator or Photoshop.

Also, it is worth using the advanced search when seeking images using Google images. This allows you to search by copyright setting.

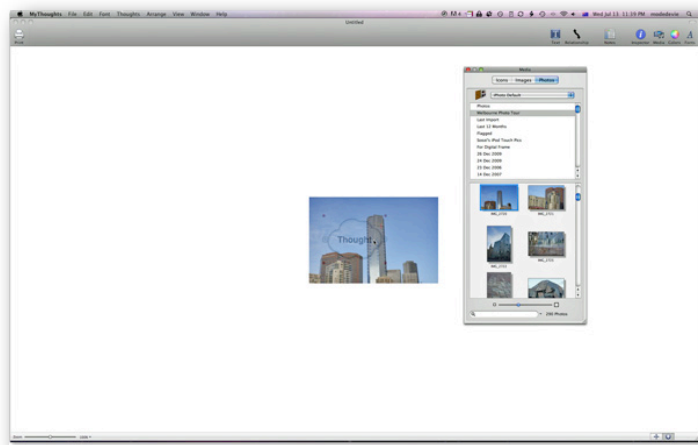
## Using The Media Browser

Choose from over 1000 Images or use your iPhotos, just select and drag to the current Central Thought Image.

The Icons within the Icons Tab of the Media Browser are too small to be useful as a Central Image and can no be added.

To add a Media Browser image or Photograph, click on the Media Button on the toolbar. Then simply drag the image or photograph of your choice to the Central Thought.

When  displays, drop the Image to the Central Thought Image.

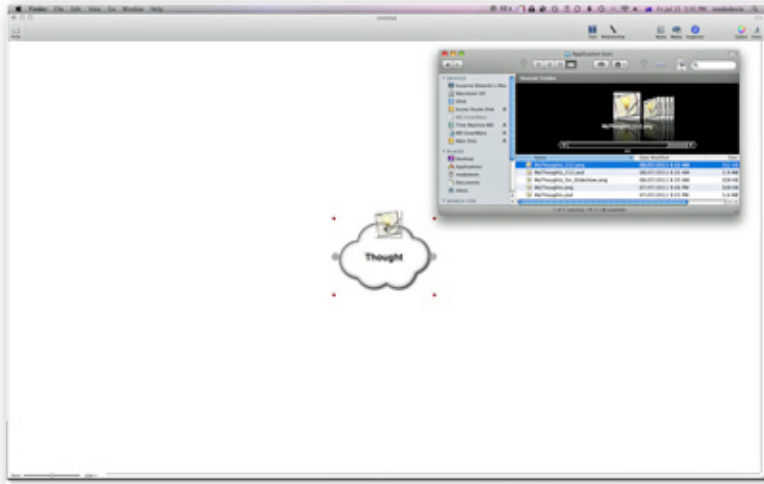




## Using an Image from Finder

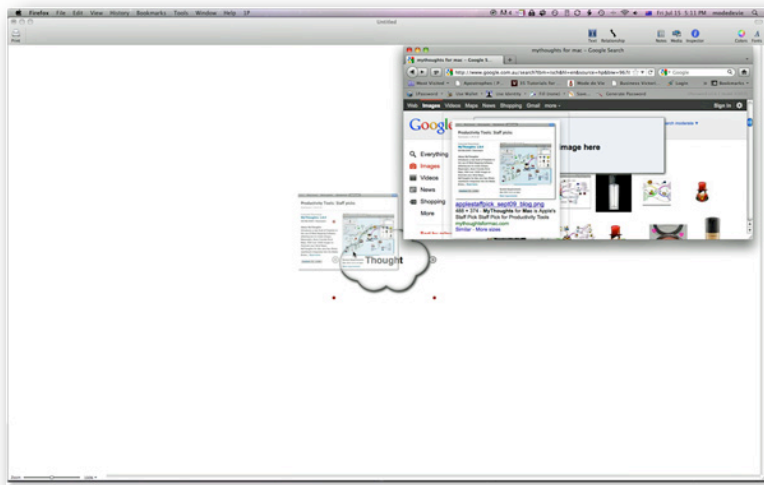
Open Finder and drag and drop the Image file to your Mind Map.

When  displays, drop the Image to the Central Thought Image.



## Using an Image from the Web Browser

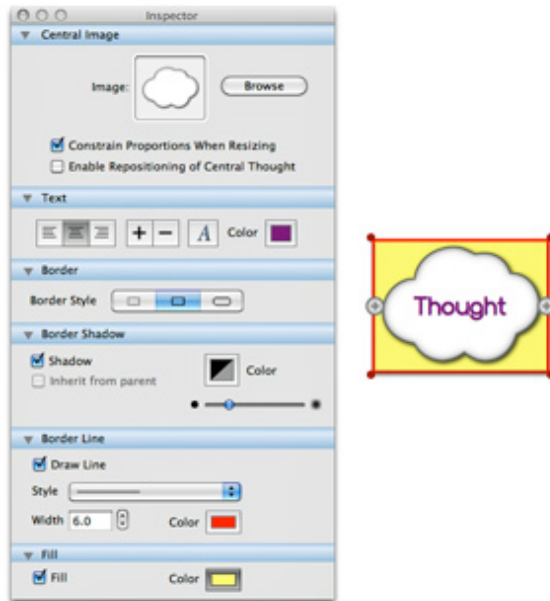
Drag an Image from your Browser window directly to your Mind Map (please respect Copyright ownership)



When  displays, drop the Image to the Central Thought Image.

The screenshot below shows an image being dragged from Google Images to the Central Thought.

## The Central Thought Image Settings



To change the settings relating to the Central Thought Image.

Select the Central Thought Image, the four red dots appear and Click on Inspector on the Toolbar.

Click on Browse if you wish to change the Image with an Image file saved on your Mac.

Check Constrain Proportions when resizing images added to the Mind Map, the default setting is checked.

Check Enable Repositioning of Central Thought if you wish to move the entire map within the Mind Map Sheet, the default setting is unchecked.

Align and format the text relating to the Central Image.

Add a border around your Central Image.

Add a Shadow to your Central Image, and adjust the color and opacity.

Click the Check box to add a Border Line and choose the style, width and color of that line.

Click the Fill Check box to add color fill, and select the desired color.

Close the Inspector.

## Resizing the Central Thought Image

To resize the Central Thought Image, Click on the Central Thought Image to select it.  
Four red dots appear.



Click on one of the red dots and drag the Image to the desired size, moving inward to reduce the size and outward to enlarge it.

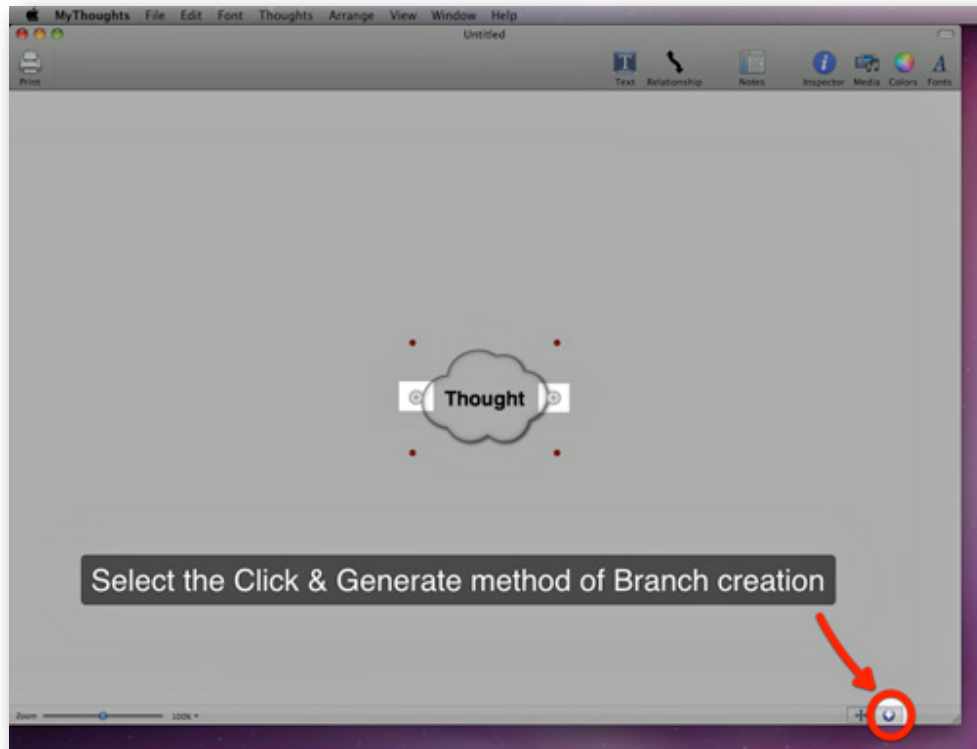
Release when done.

## Adding Branches

### Adding Branches with Click & Generate

MyThoughts for Mac allows you to add new branches using Click & Generate.

The Branch will be generated in the best position calculated by the application based on the space available and existing branches.



## Adding a Parent Branch

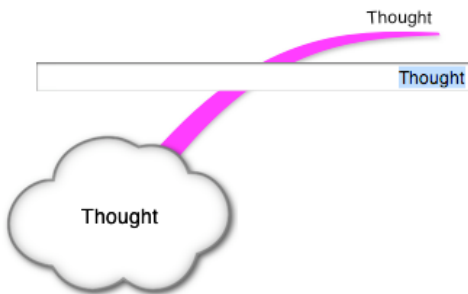
To utilize the Click & Generate method to add Branches, click on the button found at the bottom right of the mind map sheet.



To add the first Branch of your Mind Map, click on the central Image to select it.

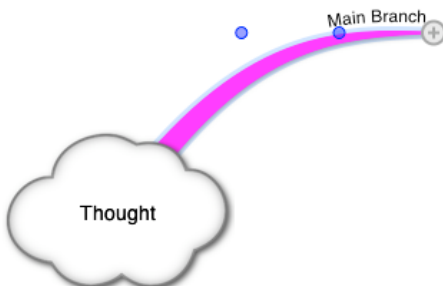


The red dots are for resizing the Central Thought Image.



The two ⊕ symbols to the left and right of the Central Thought Image are the Branch Generators.

Simply click on one of the ⊕ symbols and a Branch is generated.

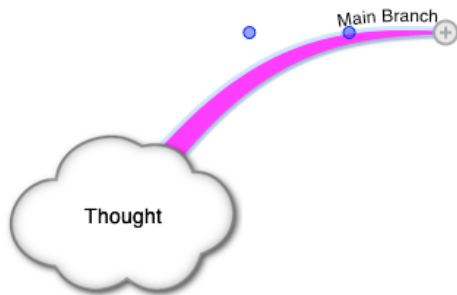


The text is ready for you to overwrite with your own Thought.

Press Return ↵ to set the text.

## Adding a Child Branch

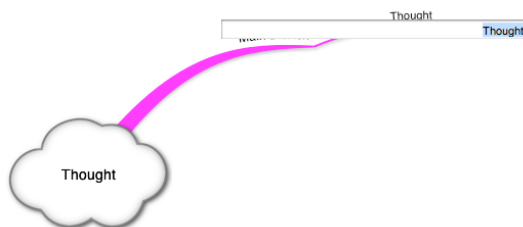
To utilise the Click & Generate method to add Branches, click on the button found at the button right of the mind map sheet.



A Child Branch is the next level down from the Parent Branch.

To add a Child Branch first click on the chosen Parent Branch to select it.

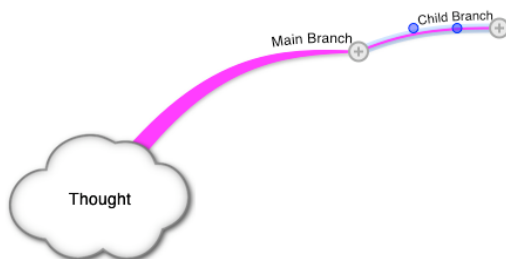
When selected a Branch will display two blue dots and a ⊕. The end of the Main Branch now displays a ⊕ Branch Generator.



Simply click on one of the ⊕ symbols and a Branch is generated.

The text is ready for your to overtype with your own Thought.

Press Return ↵ to set the text.



## Adding a Sibling Branch

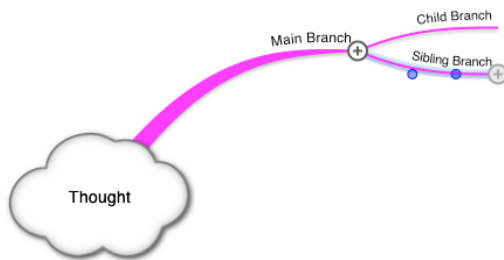
To utilise the Click & Generate method to add Branches, click on the button found at the button right of the mind map sheet.



A Sibling Branch is the same level as a Child Branch.

To add a Sibling Branch first click on the chosen **Parent** Branch to select it.

When selected a Branch will display two blue dots and the end of the Main Branch now displays a ⊕ Branch Generator.



Simply click on one of the ⊕ symbols and a Branch is generated.

The text is ready for your to overtype with your own Thought Text.

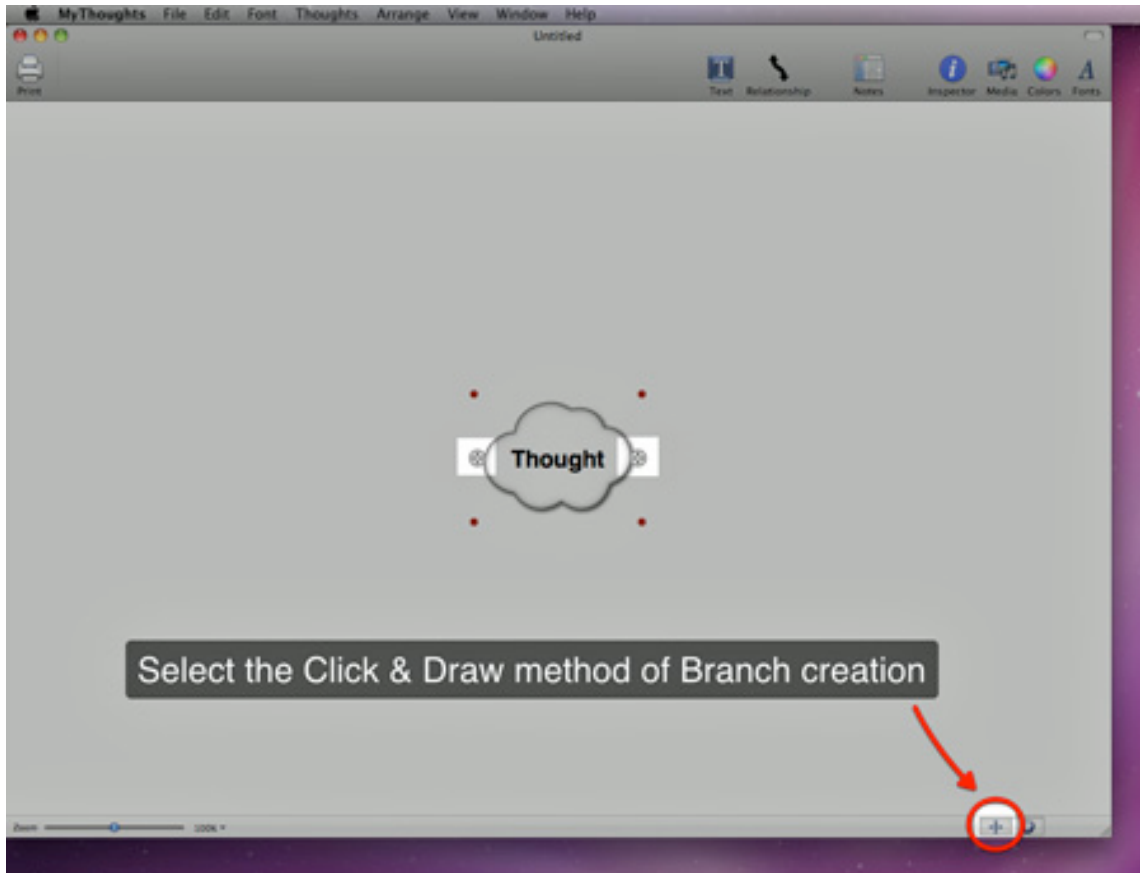
Press Return ↵ to set the text.

Repeat this to add more Sibling Branches.

## Adding Branches with Click & Draw

MyThoughts for Mac allows you to add new branches using Click & Draw.

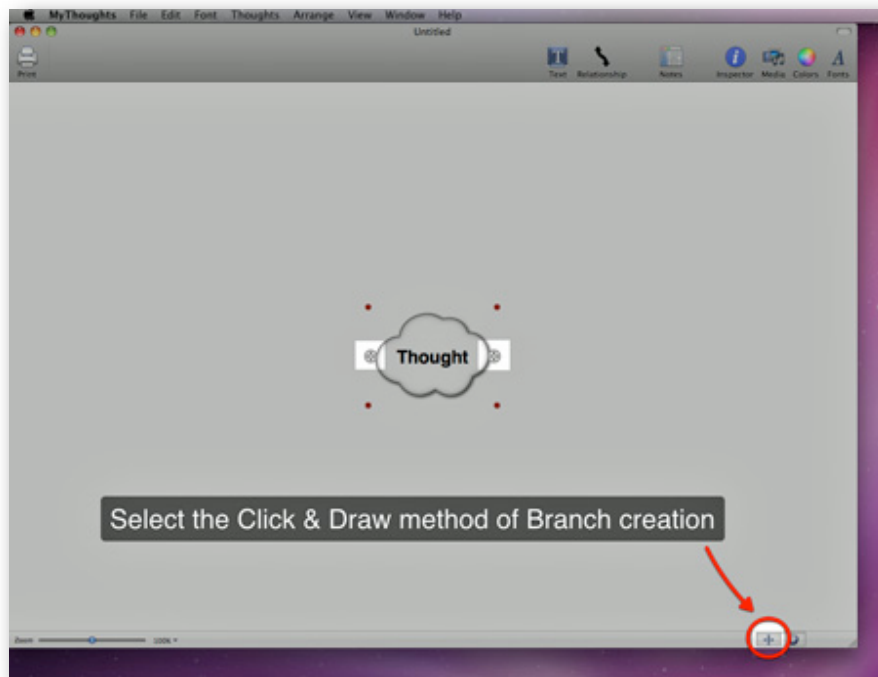
Using Click & Draw puts you in control of the immediate position of the mind map branch.





## Adding a Parent Branch

To utilise the Click & Draw method to add Branches, click on the button found at the bottom right of the mind map sheet.



To add the first Branch of your Mind Map, click on the central Image to select it.



The two symbols to the left and right of the Central Thought Image are the Branch Generators.

Simply click on one of the symbols and use the mouse or track pad to draw the Branch as desired.

The text is ready for your to overwrite with your own Thought.

Press Return ↵ to set the text.

## Adding a Child Branch

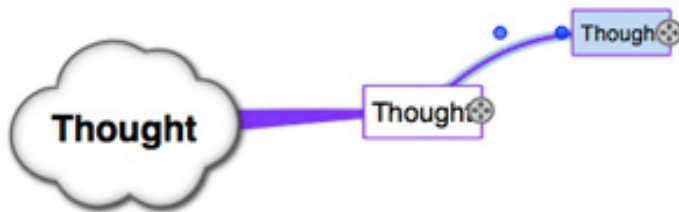
To utilise the Click & Draw method to add Branches, click on the button found at the button right of the mind map sheet.



A Child Branch is the next level down from the Parent Branch.

To add a Child Branch first click on the chosen Parent Branch to select it.

When selected a Branch will display two blue dots and the Click & Draw symbol at the end of the Main Branch.



Simply click on one of the symbol and using the mouse or the track pad, draw the Branch as desired.

The text is ready for your to overtype with your own Thought.

Press Return ↵ to set the text.

## Adding a Sibling Branch

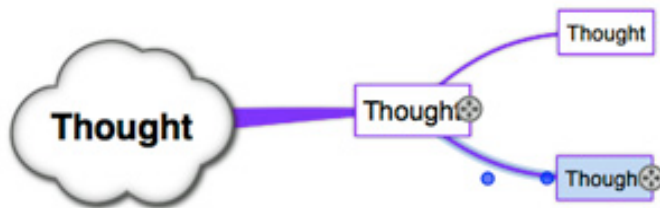
To utilise the Click & Draw method to add Branches, click on the button found at the button right of the mind map sheet.



A Sibling Branch is the same level as a Child Branch.

To add a Sibling Branch first click on the chosen **Parent** Branch to select it.

When selected a Branch will display two blue dots and the end of the Main Branch now displays a Click & Draw Branch Generator.



Simply click on the Click & Draw symbol and using the mouse or the track pad draw the branch as desired.

The text is ready for your to overtype with your own Thought Text.

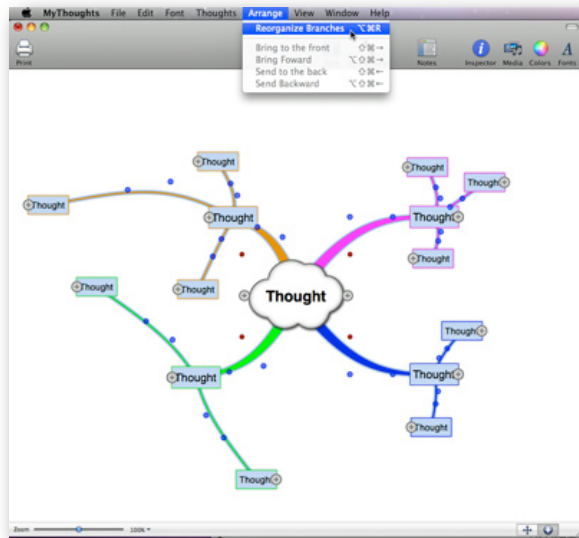
Press Return ↵ to set the text.

Repeat this to add more Sibling Branches.

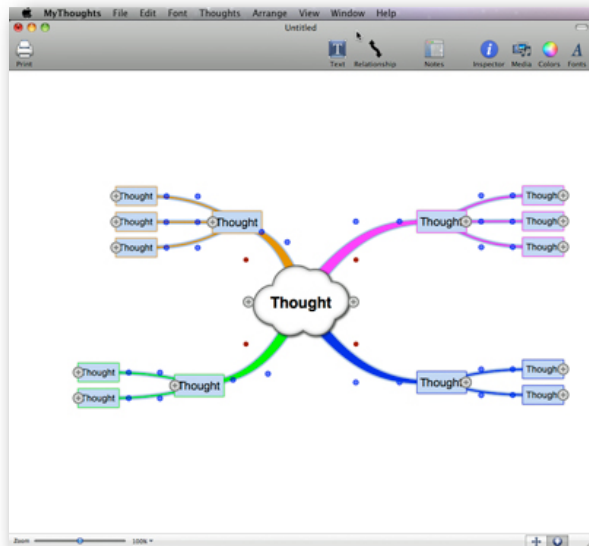
## Auto-arrange Mind Map Branches

If you find that you have managed to get the branches of your mind map into an untidy state. MyThoughts for Mac offers an auto-arrange function.

To reorganize your branches with the auto-arrange function. Select the branches you wish to reorganize by clicking on them or by dragging over the group. For all branches use **Edit>Select All**



Go to the Main Menu and select **Arrange>Reorganize Branches**

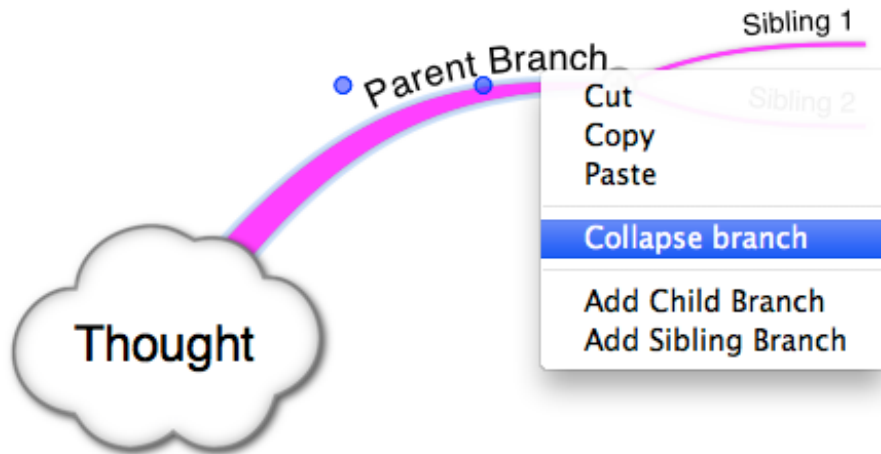


MyThoughts has now reorganized the branches in the best way based upon the space available for all of the mind map elements.

## Collapsing and Expanding a Branch

There may be times when you wish to collapse branches so that you can focus on one particular thought within your mind map.

With the Branch Selected



Go to the Main Menu Bar at the top of the screen and select **Thoughts>Collapse Branch**;

Or Right Click on selected Branch and select **Collapse Branch**; or Keyboard Shortcut **⌘-⌘-⬅**

The Sub Branches are now hidden and a green arrow icon indicates the Branch is collapsed.

To Expand the Branch so that Sub Branches are visible

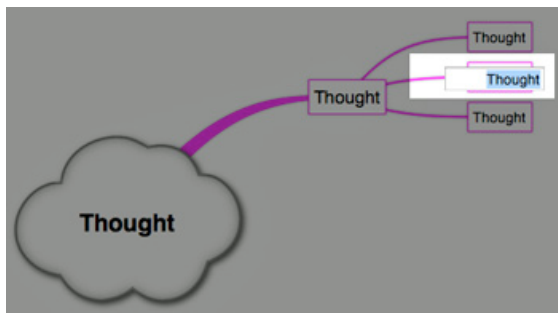
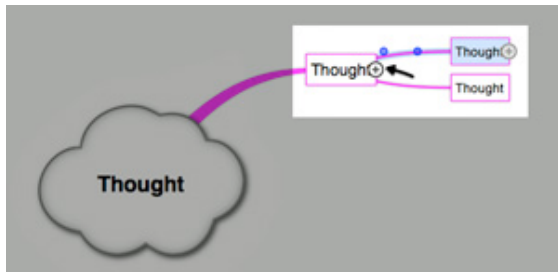
Go to the Main Menu Bar at the top of the screen and select **Thoughts>Expand Branch**; or Right Click on selected Branch and select **Expand Branch**; or Keyboard Shortcut **⌘-⌘-➡**; or simply click on the green arrow icon.

## Inserting a New Sibling Branch

A Sibling Branch is the same level as a Child Branch.

To insert a New Sibling Branch, for example between two existing siblings, first select the Sibling Branch directly over the position you wish to insert a new Sibling Branch.

With the existing Sibling Branch selected click on the  $\oplus$  symbol of the Parent Branch.



The New Sibling is inserted.

When using Click and Draw, click on the Click & Draw symbol at the end of the Parent Branch and Click, then using the mouse or the track pad draw the branch as desired.

## Moving the position of a Branch

To move a Branch click on the chosen Branch to select it, then drag the Branch to the desired location on your map.

The color of the Branch will change as it moves through the color wheel that is set for the Mind Map.

When moving the Branch from the left of the map to the right and vice-versa the Branch and it's Child Branches will auto flip.

## Moving a Branch to a different Parent Branch

As a mind map develops there are times when it becomes clear that one branch would be better placed as a child of another thought Branch.

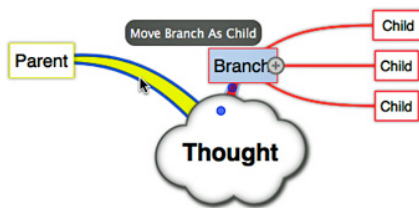
Cut & paste is one method to achieve this, however the drag and drop method is quicker and easier.

To move a Branch click on the chosen Branch to select it.

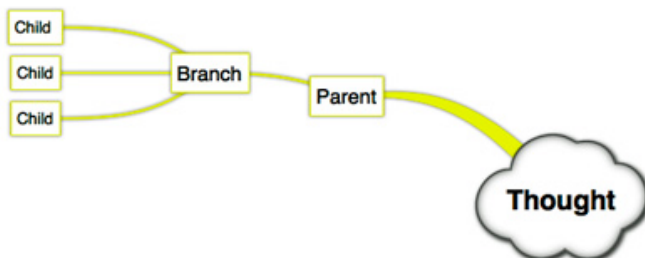


Drag the Branch so that the mouse/trackpad arrow is over the Branch you wish to add it to.

The destination Branch will display a thick blue border and a “move Branch as Child” message will show.



Simply drop the Branch onto the Parent Branch and it is now a child of the selected Branch.



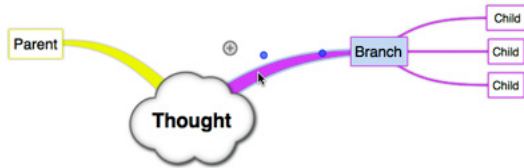
The color of the moved Branch(es) will change to match that of the Parent, unless the “inherit from Parent” option within the Branch Inspector has been deselected.

When moving the Branch from the left of the map to the right and vice-versa the Branch will auto flip.

## Deleting a Branch

When deleting a Branch remember that all Child Branches, Links and associated Notes will be deleted too!

To delete a Branch, click on the chosen Branch to select it.



Press Delete or Back Space and the Branch is deleted.





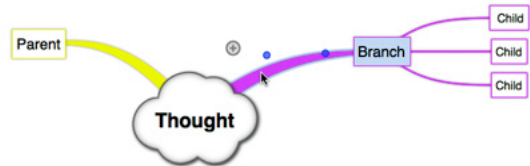
## Cut/Copy and Paste a Branch

You may decide that a Child Branch and its lower level Branches would be better associated to another Branch on your Mind Map. Cut and Paste is the solution.

Click on the Branch that you want to Cut or Copy.

Go to the Main Menu, select *Edit>Cut (Or Copy)*

If you have selected Cut the selected Branch will disappear.

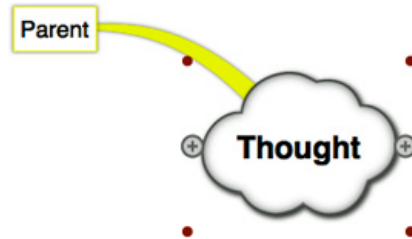


Now select the Branch you wish to paste to.

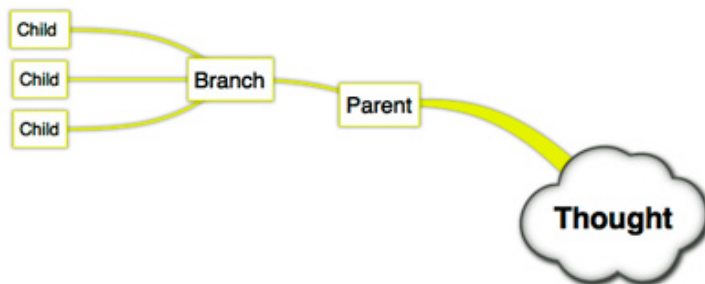
Go to the Main Menu, select *Edit>Paste*

The Cut or Copied Branch now appears in its new position.

The color of the moved Branch(es) will change to match that of the Parent, unless the “inherit from Parent” option within the Branch Inspector has been deselected.

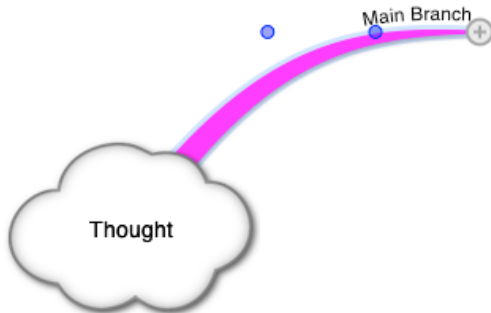


When moving the Branch from the left of the map to the right and vice-versa the Branch will auto flip.



## Adjusting Branch Curvature

MyThoughts for Mac auto-generates a nice curved Branch for you when you click ⊕ but you can quickly and easily adjust the curve of the Branch to suit your style.

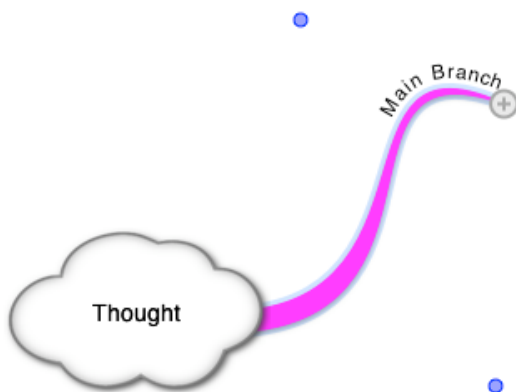


MyThoughts for Mac lets you create curved Branches quickly and easily with just two blue dots.

Click on your chosen Branch to select it.

The two Blue Curve Adjusting Dots appear.

Click, drag and drop the blue dots to achieve the curves you desire



You can adjust the curve of all Main Branches and Child Branches.

The Branch Text curves with the Branch.

*Note, when a branch has been shortened this can occasionally result in one or both of the Blue Dots being located behind an Image or other mind map element and it becomes impossible to select. Simply temporarily lengthen the branch, then select and slide the blue dot up the branch. When you re-shorten the Branch the Blue Dot will be in a selectable position.*

## Changing Branch Colors

When you first open a new mind map sheet the default setting for the colors applied to the branches is active and new Branches will inherit their color from their parent.

You can change the colors of the mind map branches in a number of ways.

### Change Branch Colors using the Mind Map Inspector's color wheel

To change the Branch colors fro the entire Mind Map.

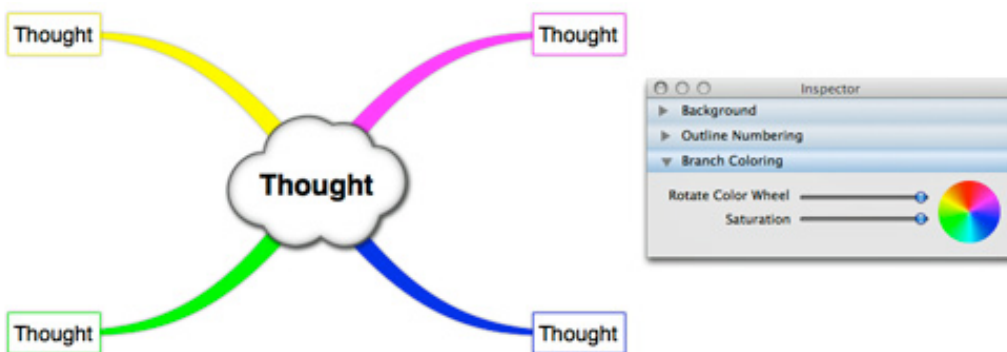
Select the Mind map by clicking on the background of the mind map sheet.

Click on the Inspector Button on the Toolbar.

The Inspector Opens.

Use the colour wheel slider to adjust the color to appear as desired.

Adjust the Saturation using the slider.



When finished close the inspector.

This color scheme will be applied to existing Branches and new Branches.

## Change an Individual Branches Color using the Branch Inspector

Click on the individual Branch or select a number of Branches (Shift-Click or click and drag to select a group)

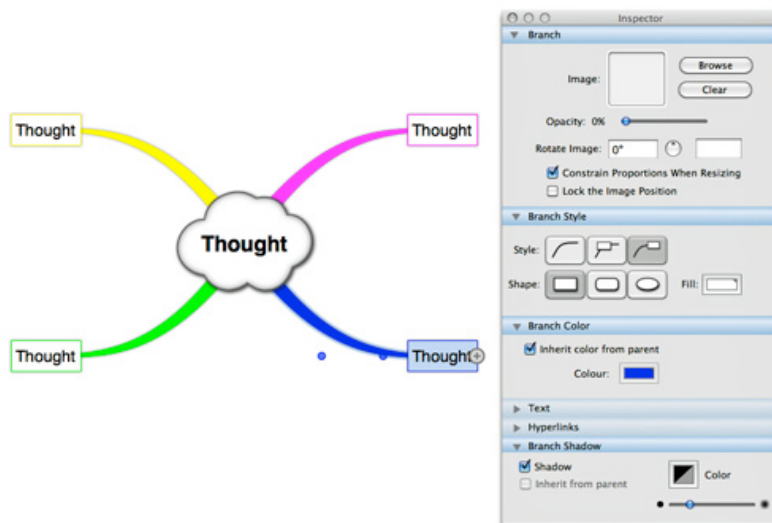
Click on the Inspector Button on the Toolbar

Under the Branch Color Section, Click on the Color

The Color Chart is displayed.

Select the color you require.

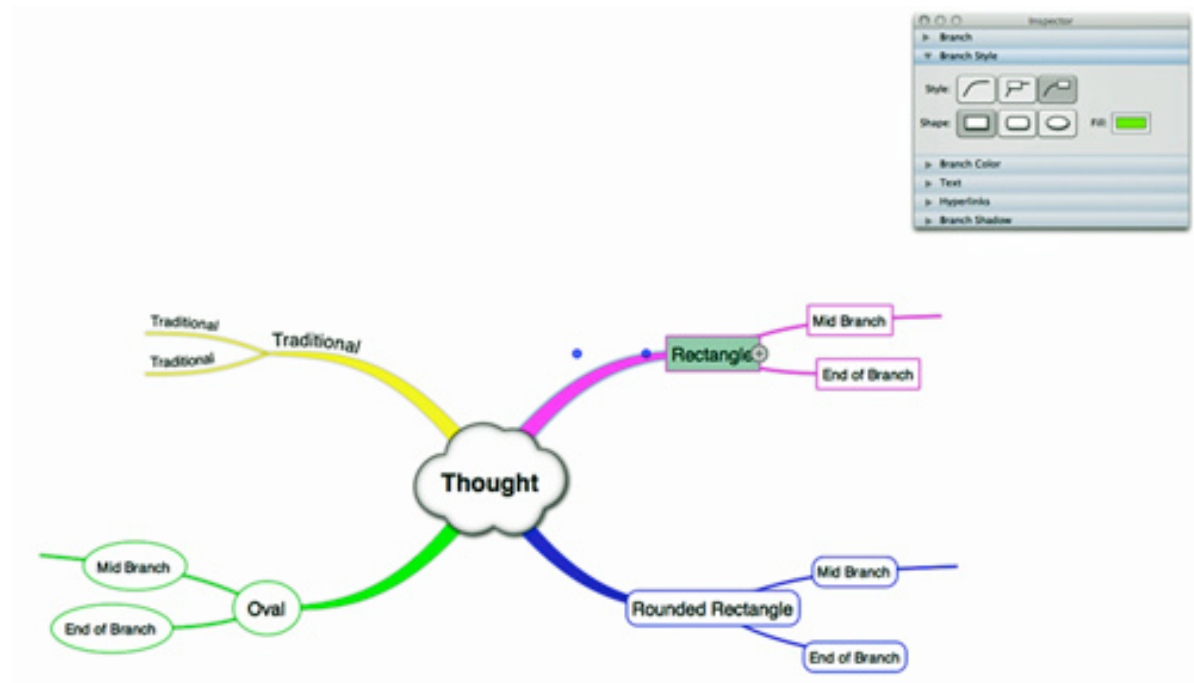
Within this part of the inspector is the “Inherit from Parent” option. If you wish to have a Child Branch shown as a different color than it’s Parent Branch, deselect this.



Close the inspector.

## Branch Styles

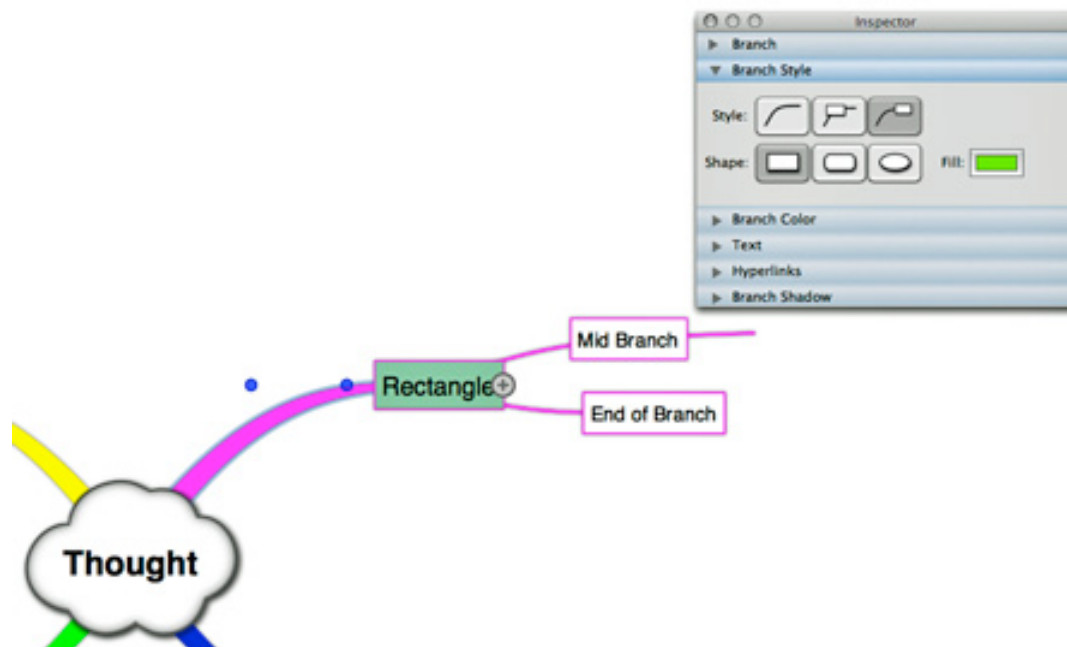
MyThoughts for Mac offers a number of Branch Style Combinations to improve the appearance of your Mind Maps.



## Changing the Branch Style

Click on your chosen Branch to select it.

Click on the Inspector Button on the Toolbar to open the Inspector.



Under Branch Style, select the style you wish to apply to this branch.

Now select the shape of the style text box

To change the Fill color of the style text box, click on Fill

The Color Chart Dialog is displayed.

Choose a color.

Close the Color Settings Dialog.

Close the Inspector.

The Branch is now your chosen Style, shape and Fill Color.

## Changing the default Branch Style for the new Mind Map using Preferences

MyThoughts for Mac has a default setting of Traditional Branch Styles.

Use the Preference settings to change the Branch Style for all new Mind Maps

From the Main Menu select

MyThoughts>Preferences or use Shortcut Key ⌘, (Command-Comma)

Select the Thought Map Tab of the Preferences Dialog Box.

Under Branch Style, select the style you wish to apply to this branch.

Now select the shape of the Branch Style text box

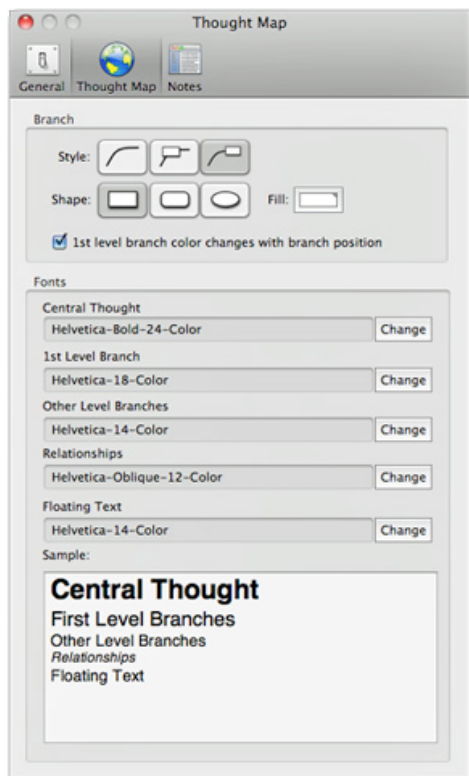
To change the Fill color of the Branch Style text box, click on Fill

The Color Chart Dialog is displayed.

Choose a color.

Close the Color Cart Dialog.

Close the Inspector.

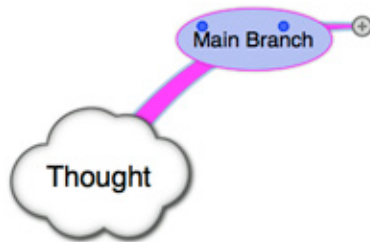


This Branch Style will be applied to all new mind maps.

## Moving the Branch Styled Text Box

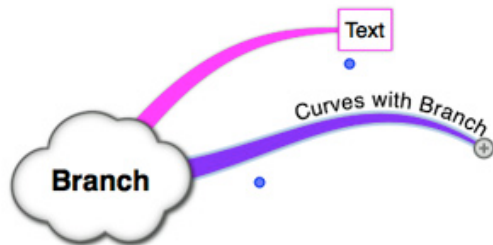
This applies to the mid branch position Branch Styles only.

Use  $\backslash$ -Click and drag the Branch text to the desired position on the Branch line. Release when done.



## Branch Text

Changing the format of Branch Text can be achieved in a number of ways. If you have a favourite Font this can be set to be the default via Preferences.





## Changing the default Font for new Mind Maps using Preferences

Use the Preference settings to change the defaultFont for all new Mind Maps

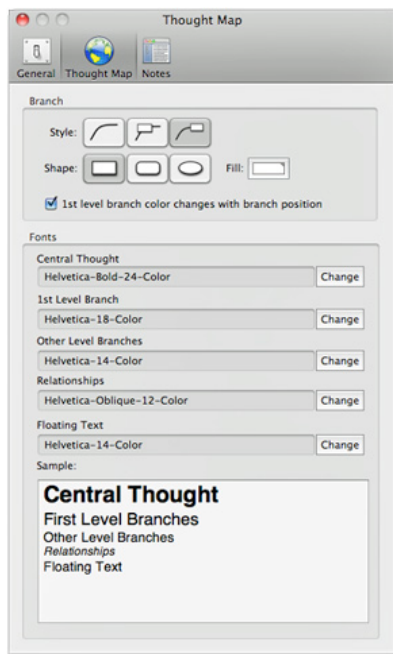
From the Main Menu select

MyThoughts>Preferences or use Shortcut Key ⌘, (Command-Comma)

Select the Thought Map Tab of the Preferences Dialog Box.

Under Fonts, select the Font, it's size and color to apply to each Branch Level.

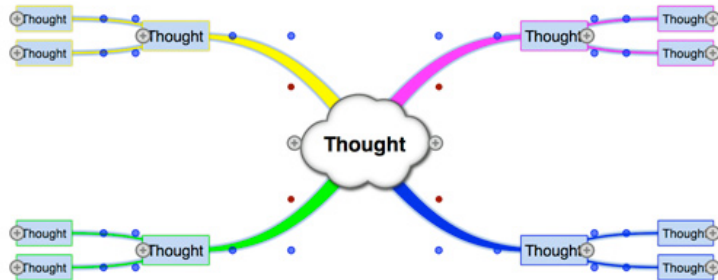
Close the Inspector.



These Font settings will be applied to all new mind maps.

## Changing the Text Font for the Entire Mind Map

Select all (includes the Central Thought Text) of the Mind Map by going to the main menu bar and selecting *Edit>Select All*

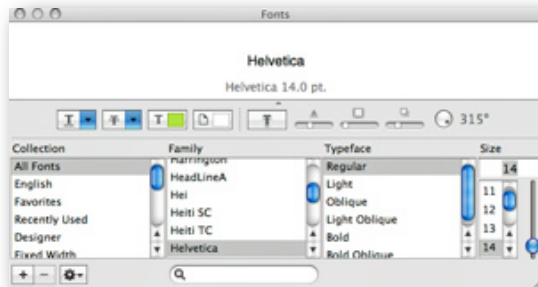


With all elements selected.



Click on the “Font” Button from the Toolbar.

The Fonts Dialog is displayed.



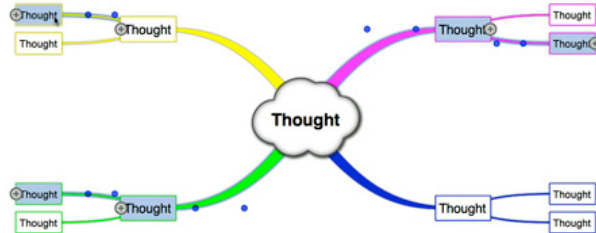
- Select the Font.
- Select the Typeface.
- Select the Size.
- Change the Font Color by clicking on the T Color, the Color Settings Dialog is displayed. Choose a color.
- Close the Color Settings Dialog.
- Close the Font Dialog.

The Font has been changed throughout the mind map.

Click on the Background of the Mind Map to Deselect All.

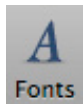
## Changing the Text Font for selected branches only

Select the Branches that require a Font change, if more than one Branch use Shift-Click to select the second onwards.

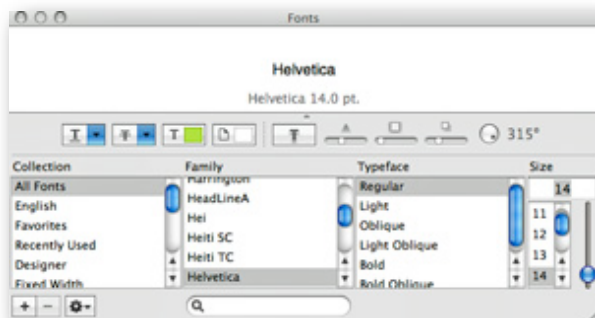


With the branches selected.

Click on the “Font” Button from the Toolbar.



The Fonts Dialog is displayed.



- Select the Font.
- Select the Typeface.
- Select the Size.
- Change the Font Color by clicking on the T Color, the Color Settings Dialog is displayed. Choose a color.
- Close the Color Settings Dialog.
- Close the Font Dialog.

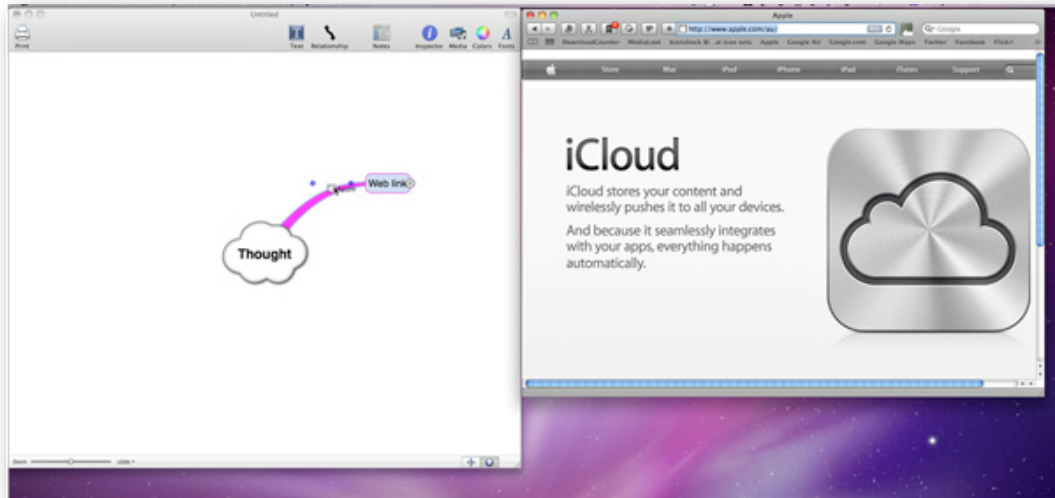
The Font has been changed for the selected Branches

Click on the Background of the Mind Map to Deselect All.

## Adding Branch Links

MyThoughts for Mac allows you to link your Mind Map Branches to external sources such as Files saved on your Mac or to a Website Address.

With a Link in place all you need do to view the information, is click on the Link Icon displayed on the Branch.



## Branch File Links

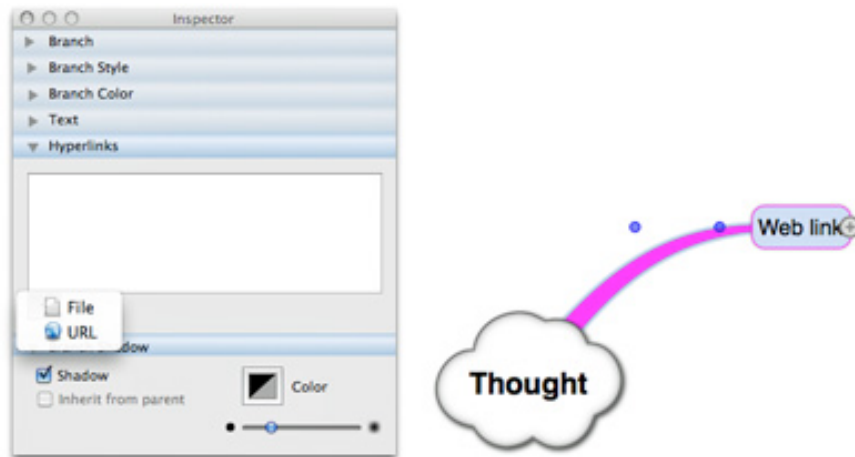
MyThoughts for Mac provides two methods for adding links, Drag & Drop or by using the Branch Inspector.

### Adding a File Link using the Branch Inspector

Click on the Branch to which you want to add a Link. Open the Inspector

Under “Hyperlinks” Click on the +

Select “File”



Select “File”

Finder will open, select the File you want to link to. Click “Open”

The File is now shown in the Hyperlink field within the Inspector.

Close the Inspector.

A Link Icon now denotes the Link on that Branch

To view the File that is linked to the Branch, click on the Link Icon.

## Adding a File Link by Drag & Drop

To add a Link to a File saved on your Mac.

Open Finder and select the File you want to Link to.

Drag the File to the Branch you want the Link to relate to.

When  displays, drop the File to the Branch.



A Chain Link Icon now denotes that a Link exists.

To go to the File simply click on the Link Icon.

You can add more than one Link to each Branch, when you click on the Link Icon you are shown all the Links, just click on the one you wish to view.

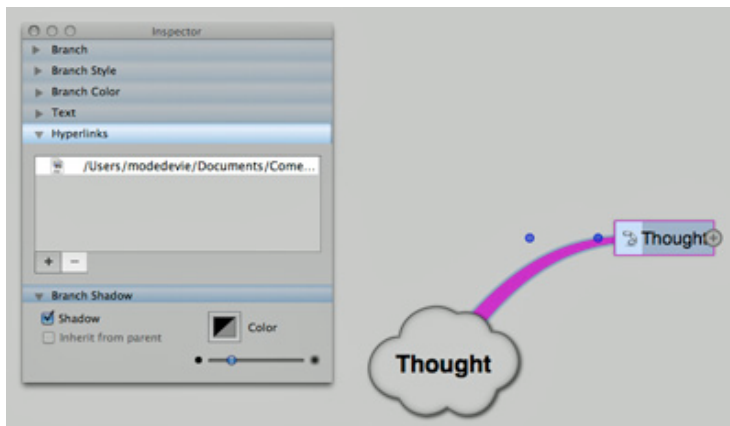
## Deleting a Branch File Link

To delete a Link from a Branch, first select the Branch on which the link attached.

Click on the Inspector Button on the Toolbar

The Branch Inspector Opens

Under the Hyperlinks section you will see the Links you have attached to this Branch



Click on the Link you want to delete

Then click on the - (minus button) to delete it.

If this was the only Link for this Branch, once deleted the Link Icon will no longer be displayed on the Branch.

## Branch Web Links

MyThoughts for Mac allows you to add Hyperlinks for websites to your Mind Map Branches.

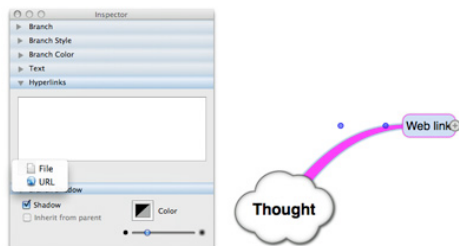
There are two methods to achieve this, by drag & drop and via the Inspector.

### Adding a Web Link using the Branch Inspector

Click on the Branch to which you want to add a Hyperlink.

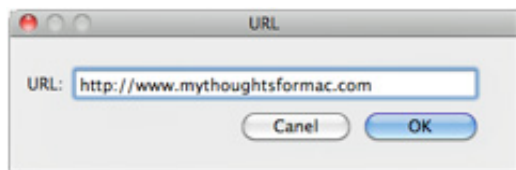
Open the Inspector

Under “Hyperlinks” Click on the +



Select “URL”

Enter the web address of the site you wish to link to or copy and paste from your web browser, for example <http://www.mythoughtsformac.com> Click “OK”



The URL is now shown in the Hyperlink field within the Inspector.

Close the Inspector.

A Link Icon now denotes the Link on that Branch.

To go to the website that is linked to the Branch, click on the Link Icon.

You can add more than one Link to each Branch, when you click on the Link Icon you are shown all the Links, just click on the one you wish to view.

## Adding a Web Link using Drag & Drop directly from a Web Browser

Open the Web Browser to the website page you wish to link to.

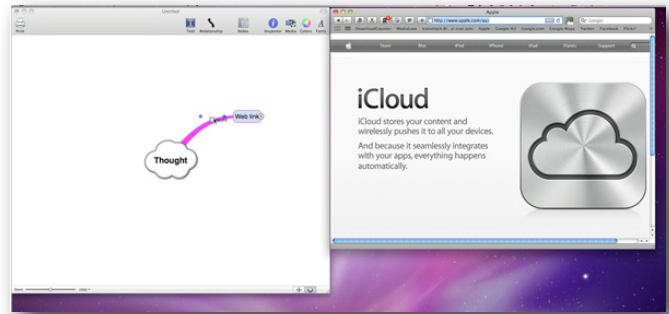
Click on the URL <http://www.....> and drag this to the Mind Map Branch of your choice.

When the Green + indicator appears drop the Link to the Branch.

A Link Icon will now be showing on that Branch.

To open the web link, simply click on the Link Icon on the Branch.

You can add more than one Link to each Branch, when you click on the Link Icon you are shown all the Links, just click on the one you wish to view.



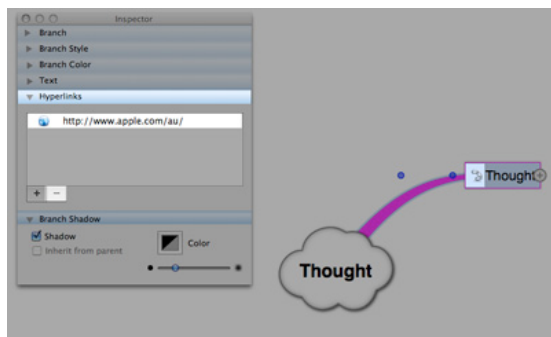
## Deleting a Branch Web Link

To delete a Link from a Branch, first select the Branch on which the link attached.

Click on the Inspector Button on the Toolbar

The Branch Inspector Opens

Under the Hyperlinks section you will see the Links you have attached to this Branch



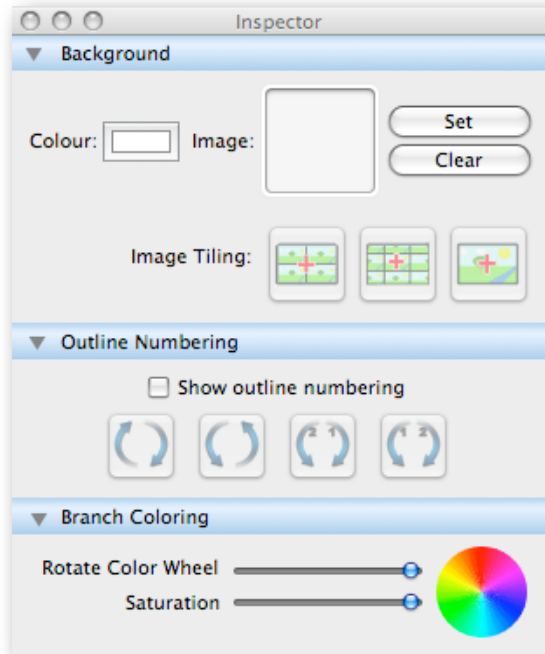
Click on the Link you want to delete

Then click on the - (minus button) to delete it.

If this was the only Link for this Branch, once deleted the Link Icon will no longer be displayed on the Branch.



## The Mind Map Background Settings



The Background of the Mind Map Sheet is set to white by default. However, you can have any background color or Image you choose.

Firstly, click on the Mind Map Background so all Mind Map Elements are deselected.

Open the Inspector.

Under "Background"

Click on Color to open the Color Settings Dialog and select a color.

Or

Click on Set to choose an Image File from Finder.

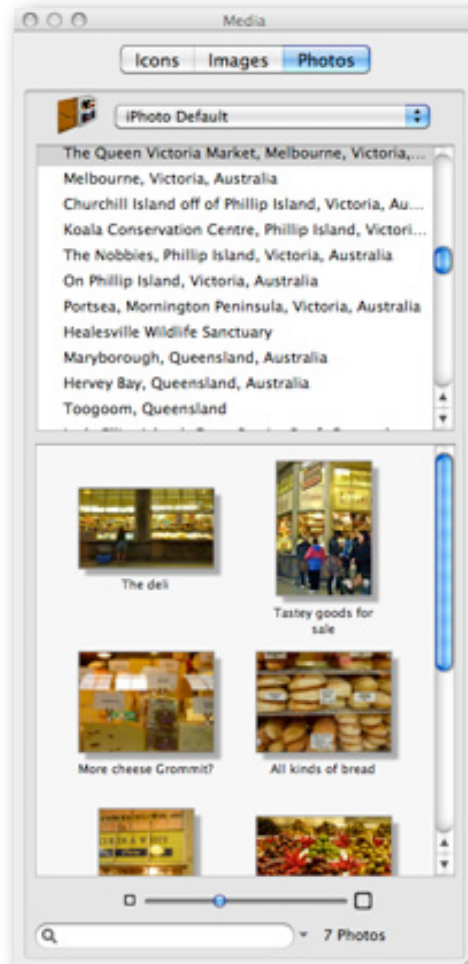
When using an Image File select Image Tiling to suit your requirements.

To Clear an Image File from the Background of your Mind Map Click the "Clear" Button to the right of the Image Preview Box within the Inspector.

## The Media Browser

### Media Browser Photographs

The Media Browser of MyThoughts for Mac has iPhoto seamlessly integrated, this gives you direct drag & drop access to your own photographs and images.

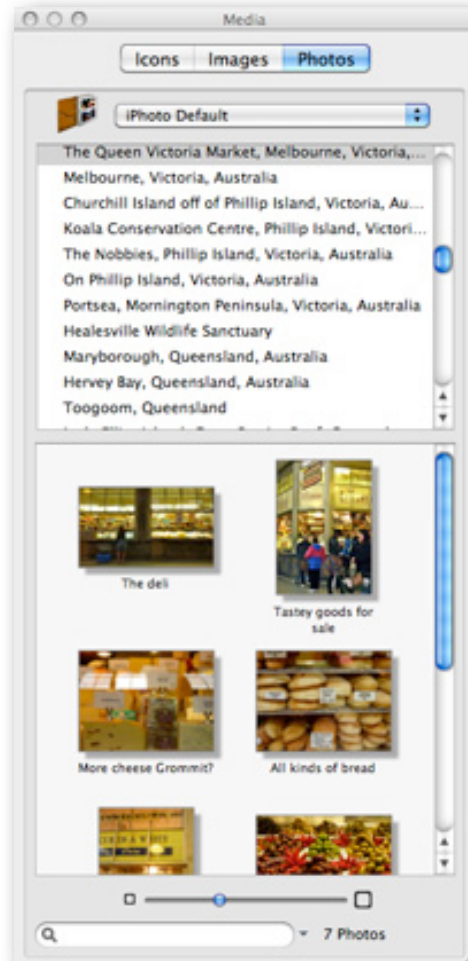


## Adding Photos to Branches

To access the Media Browser click on the Media Button on the Toolbar




The Media Browser is displayed.



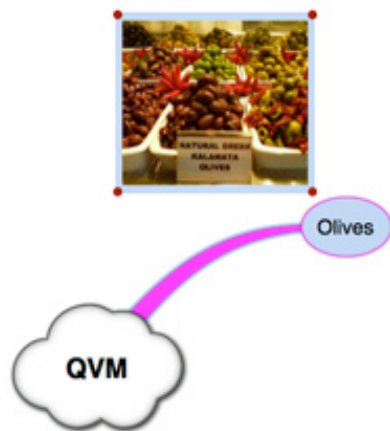
Click on the iPhotos Button

Select the Photograph you require and drag it to the Branch.

When the green  icon appears drop the Photograph and it will be attached to the Branch.

## Resizing and Moving Media Browser iPhoto Photographs

Click on the Image to select it



With the Photo selected, use the red dots to resize.

Drag and drop to move the Photo.

### Deleting Photos from Branches

To delete a Photo from a Branch, select it

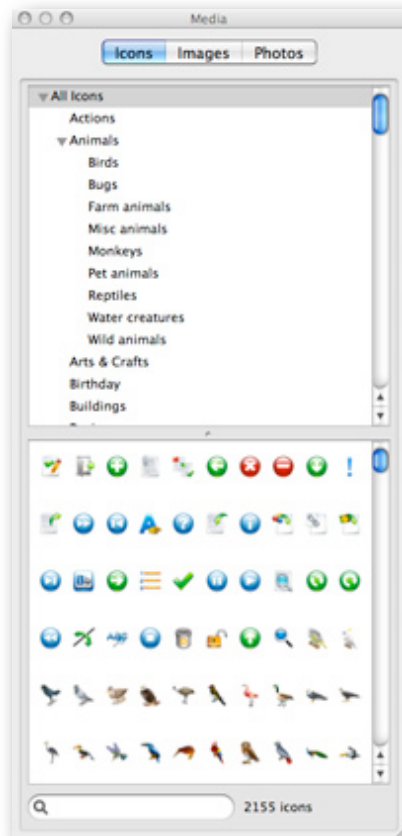
Press the Delete or Backspace Key.

The Photo has been deleted.

## Media Browser Icons

The Media Browser of MyThoughts for Mac has a large and varied library of small icons that can be used to illustrate branches.

Note. The Media Browser Icons are too small to use as a Central Thought Image, therefore MyThoughts will not allow drag and drop of an icon to the Central Image.



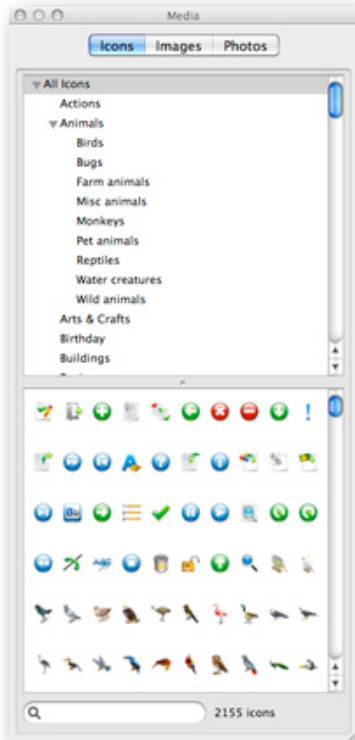
## Adding Icons to Branches

Icons are small Images ideal for Child Branches.



To open the Media Browser, click on the “Media” Button on the Toolbar.

Select the Icons Button.



There are many categories available to choose from. Some of these have sub categories. Click on the ► to show the sub categories.

To add an Icon to your Mind Map Branch. Select the Icon and drag it to the Branch you wish to illustrate.

When  displays, drop the Icon to the Branch

Icons cannot be resized or moved. They cannot be added as a Central Image.

## Deleting Icons from Branches

To delete an Icon from a Branch, select it

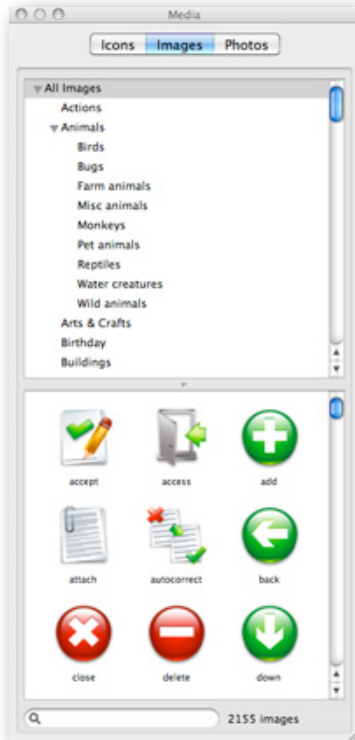
Then drag it away from the Branch.

Release.

The Icon has been deleted.

## Media Browser Images

The Media Browser of MyThoughts for Mac is packed with a varied library of high quality images. This makes illustrating your mind maps quick and simple.



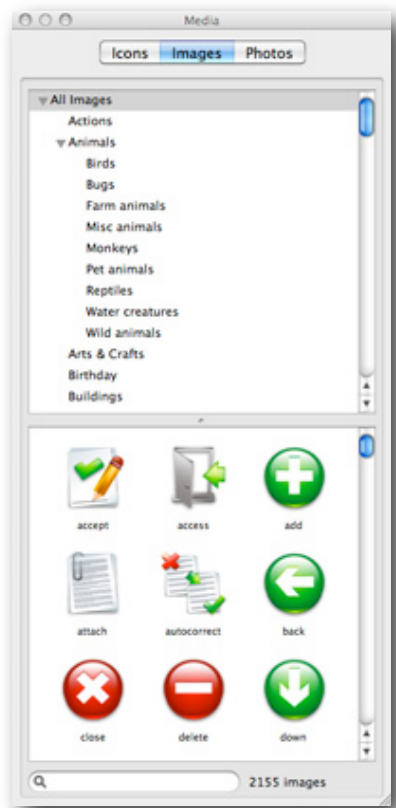
## Adding Images to Branches

Images are larger graphics for use as Central Images or Branch illustrations.

To open the Media Browser, click on the “Media” Button on the Toolbar.




Select the Images Button



There are many categories available to choose from. Some of these have sub categories. Click on the ► to show the sub categories.

To add an Image to a Mind Map Branch. Select the Image and drag it to the Branch you wish to illustrate.

When  displays, drop the Image to the Branch



## Resizing and Moving Media Browser Images

Click on the Image to select it



With the Photo selected, use the red dots to resize.

Drag and drop to move the Photo.

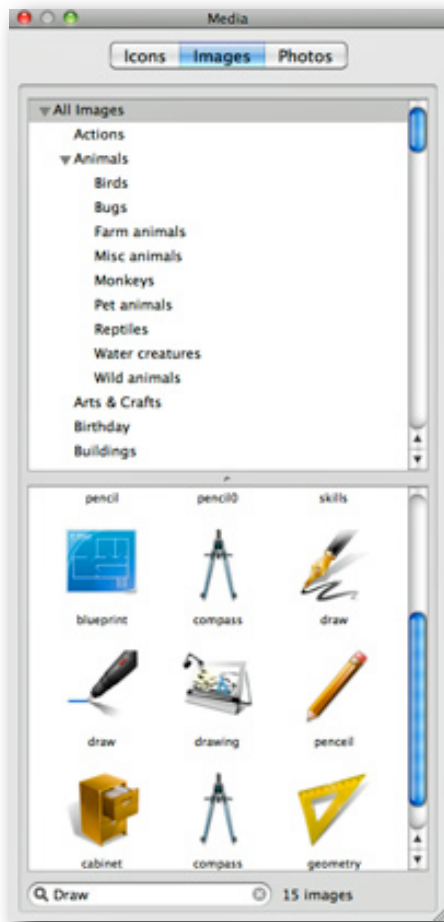
## Deleting Images from Branches

To delete an Image from a Branch, select it

Press the Delete or Backspace Key.

The Image has been deleted.

## Media Browser Search



The MyThoughts for Mac Media Browser offers a Search Facility allowing you to search on keywords.

For example, search on the keyword “Draw” and Images that relate to the word are displayed.

Select “All Images” to search all of the Images available.

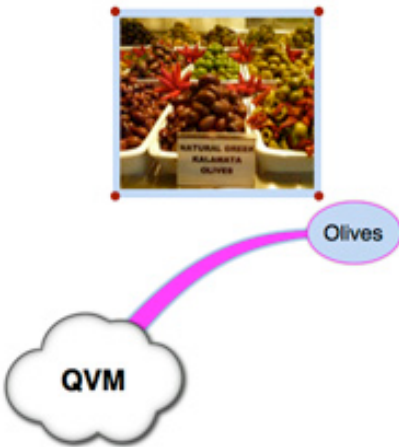
Select a Category to search within that category only.

The Search Facility is available on all three categories within the Media Browser.

## Image Settings

### Resizing and Moving Images

Click on the Image to select it



With the Photo or Image selected, use the red dots to resize.

Drag and drop to move the Photo.

Drag and drop to move the Image.

Note. Media Browser Icons cannot be resized or moved

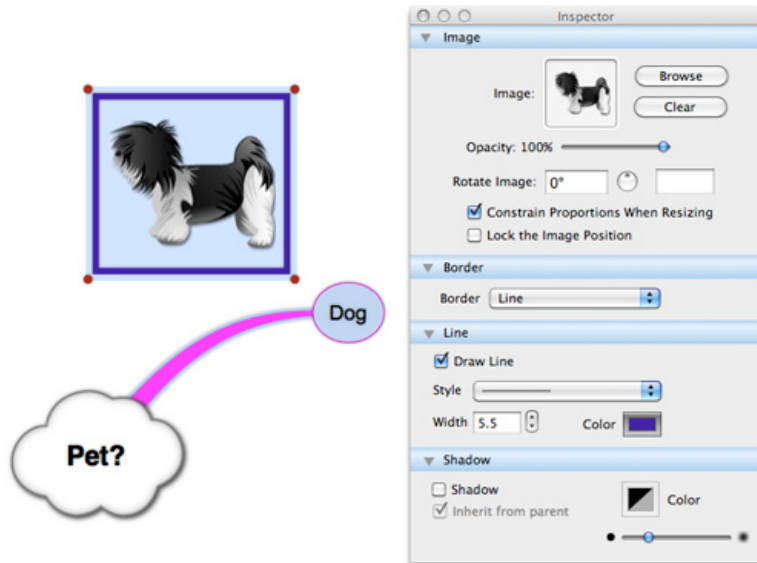
## Adjusting how an Image or Photograph is Displayed

Once you have added an Image or a Photograph to your Mind Map you can make some adjustments to how it is displayed.

To perform more adjustments, select the image.

Click on the Inspector Button on the Toolbar.

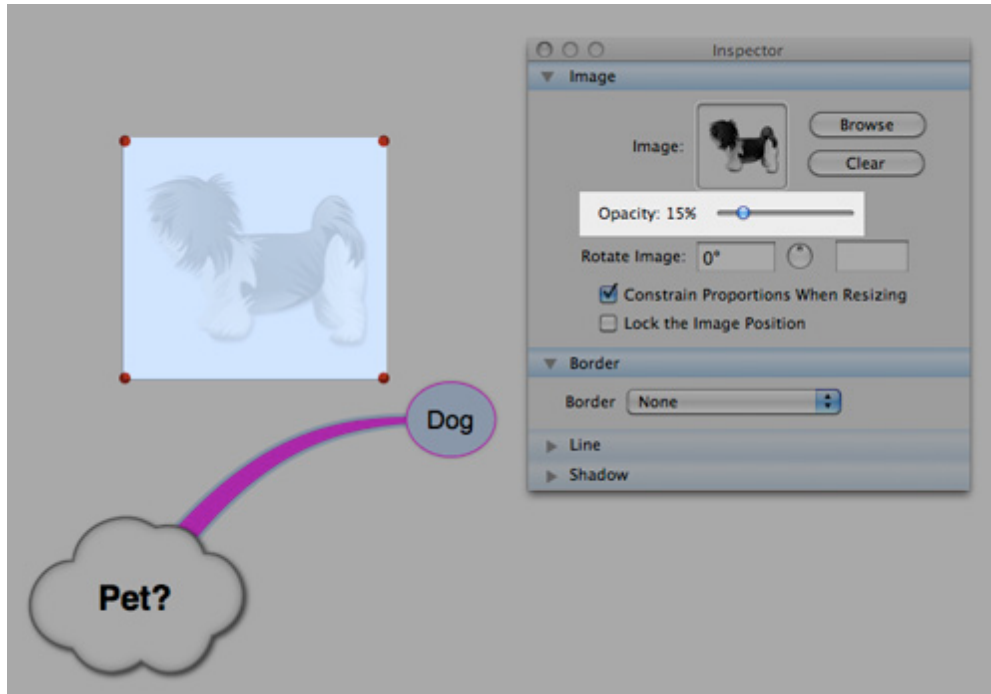
The image Inspector is displayed.



## Opacity

Click on the image to select it. The four red dots will appear.

Click on the Inspector Button on the Toolbar to open the Inspector



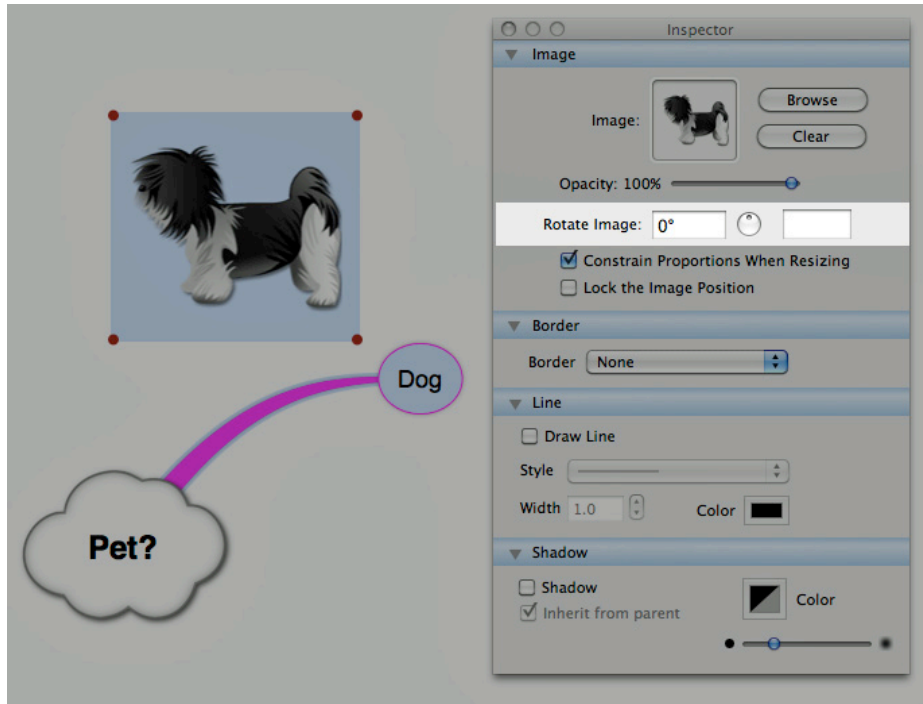
To adjust the opacity of the selected image use the opacity slider.

Once the Opacity is adjusted, close the inspector.

## Rotation

Click on the image to select it. The four red dots will appear.

Click on the Inspector Button on the Toolbar to open the Inspector.



To adjust the rotation of the selected image use angle dial or type in the required angle.

Once the Rotation is adjusted, close the inspector.

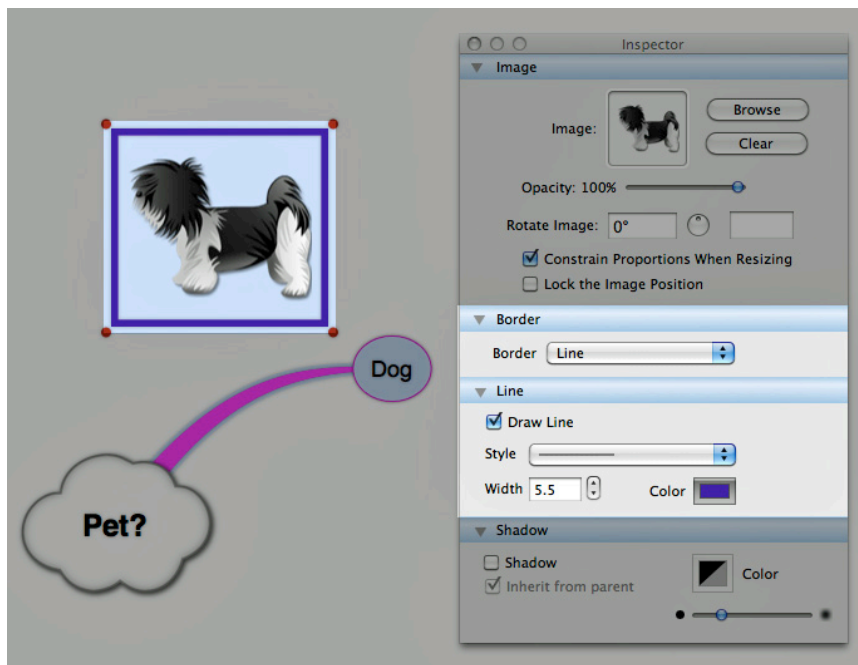
## Border

Click on the image to select it. The four red dots will appear.

Click on the Inspector Button on the Toolbar to open the Inspector.



To add a border to the selected image select a border from the Border drop down.



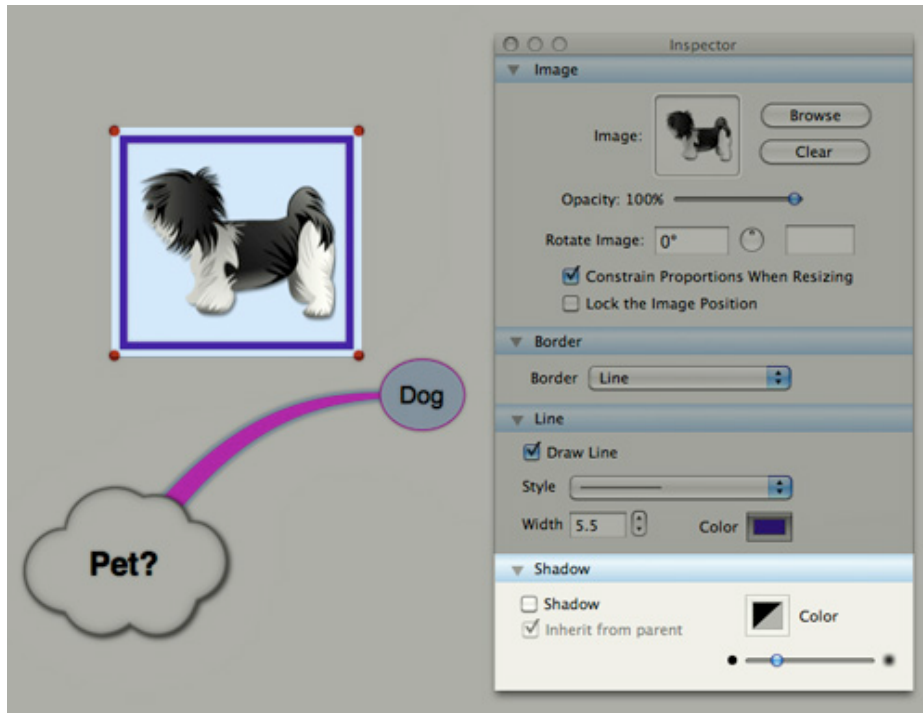
Choose the style, width and the color of the Border line.

Once the Border is added, close the inspector.

## Shadow

Click on the image to select it. The four red dots will appear.

Click on the Inspector Button on the Toolbar to open the Inspector.



To add a drop shadow to the selected image , check the Shadow check box under the Shadow section of the image inspector.

Once the shadow is added close the Inspector.

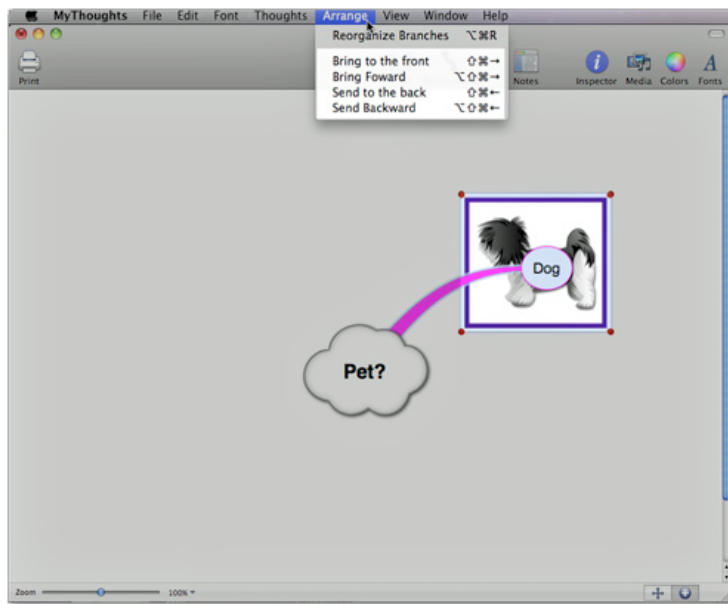


## Arranging Image Layers

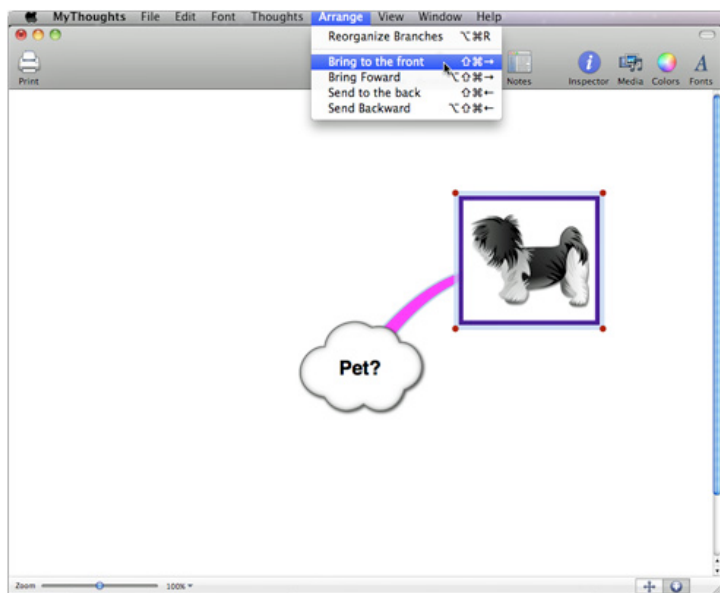
When working with Images and Floating Text, MyThoughts allows you to arrange how your images appear in relation to other elements of the Mind Map.

Click to select the Image or Floating Text that you wish to arrange.

Then select **Arrange>Bring Forward** to bring image or text box to the next upper layer.



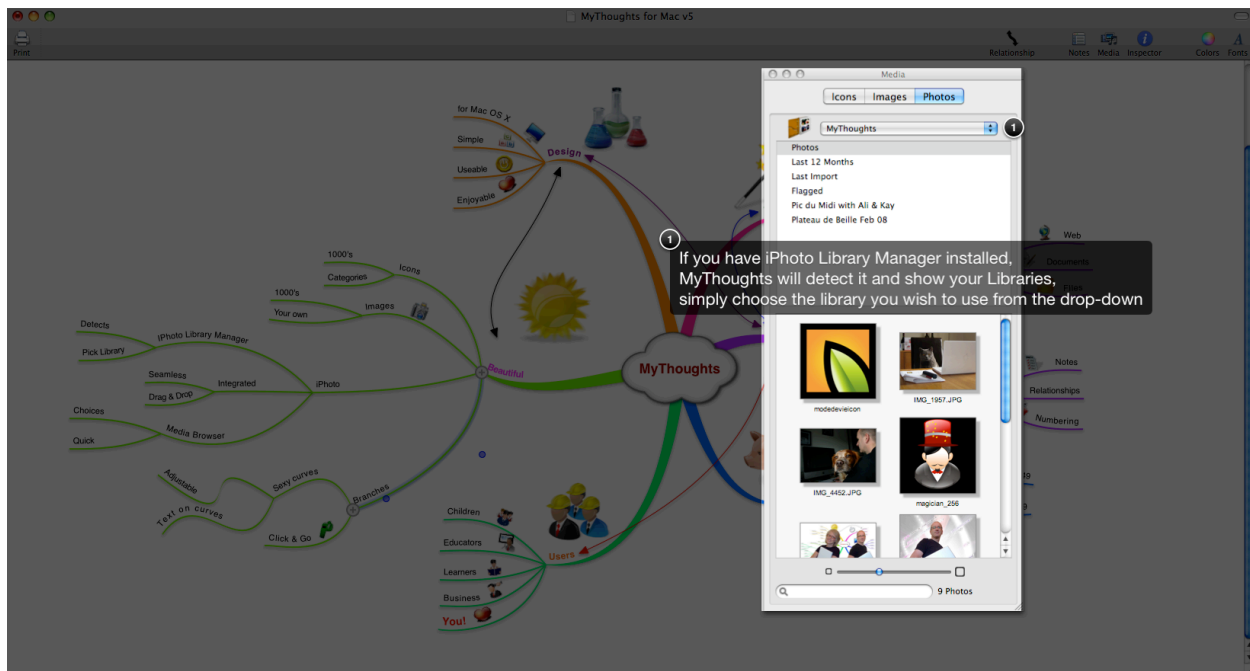
Or select **Arrange>Send Backward** to bring image or text box to the next lower layer



## MyThoughts for Mac and iPhoto Library Manager

iPhoto Library Manager is an application available from [Fat Cat Software](#) that allows you to create and manage a number of iPhoto Libraries. This is a powerful facility if you have a large and varied photo collection.

MyThoughts for Mac is designed to detect the use of iPhoto Library Manager and if found the Media Browser will display a drop down of your available iPhoto Libraries.

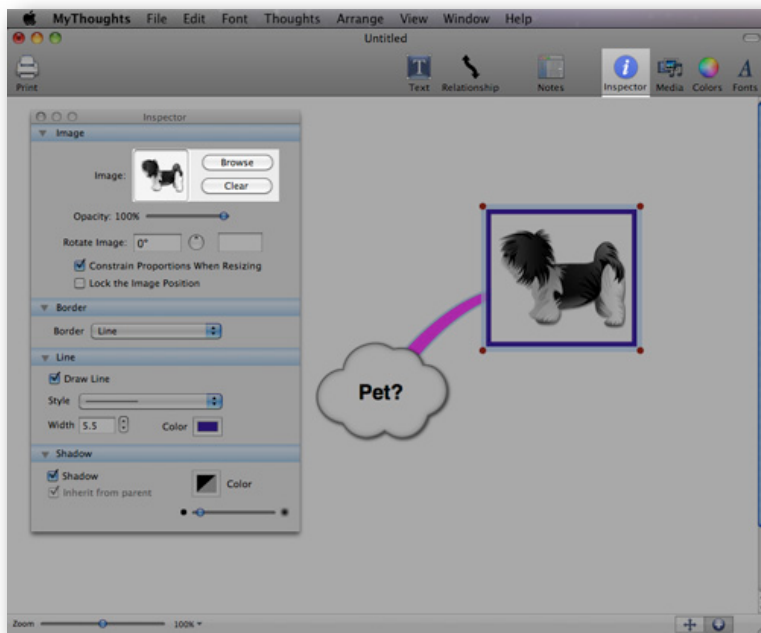


## Adding or Clearing an Image using the Image Inspector

Drag and Drop is the easiest method to add an image to a mind map Branch. However this is another method to add or clear an image.

Click on the image to select it. The four red dots will be displayed.

Click on the Inspector Button on the Toolbar.

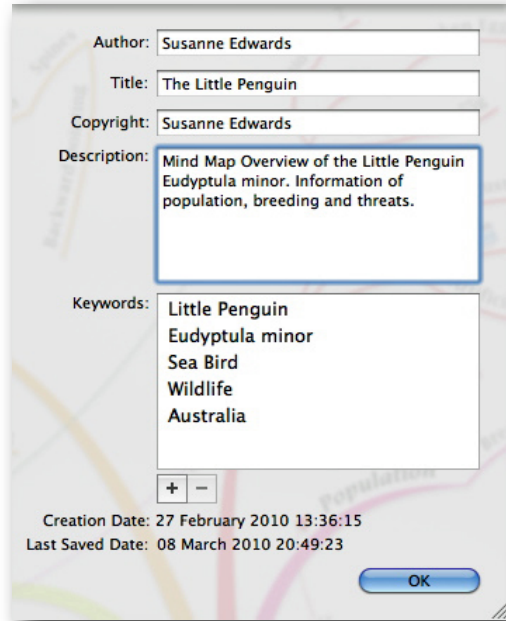


Using the Inspector you can click the Browse Button to find an Image stored on your Mac for use on this Branch.

You can also clear the existing image by clicking on the Clear Button

## Adding Properties to a Mind Map Document

To add Properties to a Mind Map Document go to the Main Menu bar at the Top of the screen and select **File>Properties**



The screenshot shows a 'Properties' dialog box for a mind map document. The fields are filled with the following information:

- Author: Susanne Edwards
- Title: The Little Penguin
- Copyright: Susanne Edwards
- Description: Mind Map Overview of the Little Penguin  
Eudyptula minor. Information of population, breeding and threats.
- Keywords: Little Penguin  
Eudyptula minor  
Sea Bird  
Wildlife  
Australia

At the bottom, there are two buttons: a '+' button to add keywords and a '-' button to remove keywords. Below these buttons, the creation and last saved dates are displayed:

- Creation Date: 27 February 2010 13:36:15
- Last Saved Date: 08 March 2010 20:49:23

An 'OK' button is located at the bottom right of the dialog box.

Add:

- Author
- Title
- Copyright
- Keywords

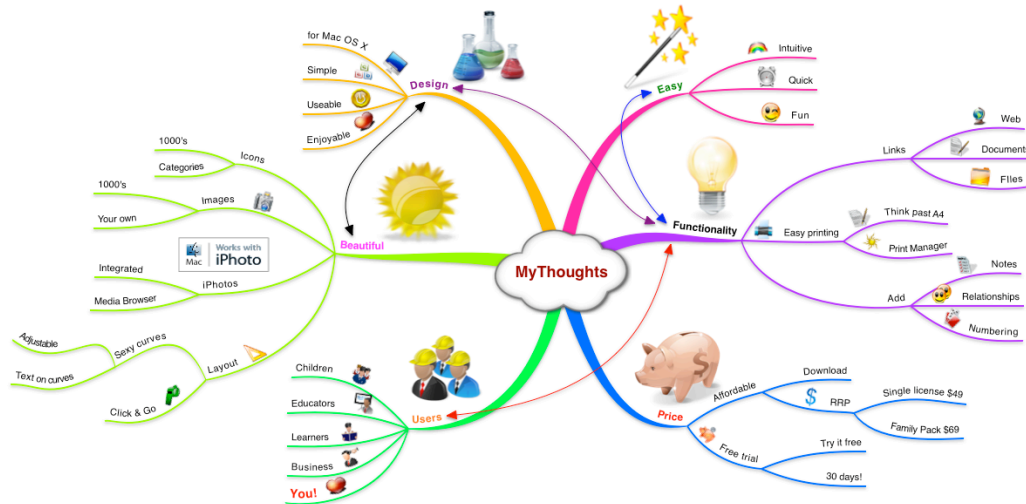
To add Keywords Click the + and type the Keyword

To Delete a Keyword, select it from the List and click on -

Once the required information is added, Click OK

# Relationships

When a Relationship exists between Branches MyThoughts for Mac makes it easy to draw a visual line to show this Relationship. You can add a keyword to the Relationship Line if you choose.

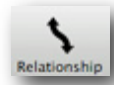


In this example the Relationship between Design and Functionality is illustrated with a Purple Relationship Line.

## Adding a Relationship Line Between Branches

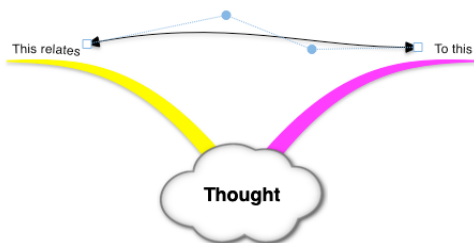
To add a Relationship Line between Branches Click on the “Relationship” Button on the Toolbar.

The cursor will now display the Relationship Icon.



Go to the first Branch in the Relationship and click on that Branch.

Now go to the second Branch in the Relationship and when the relationship line changes from red to black, click on that Branch.



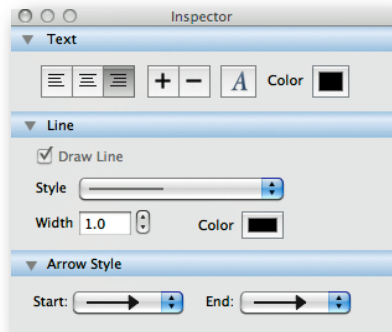
A Relationship Line is created.

To adjust the Relationship Line length and curve, select the line by clicking on it.

Use the two Squares to shorten, lengthen and move the line.

Use the two Blue Dots to add curvature to the Relationship Line.

Double click on the Relationship Line to add a keyword



To change the Relationship Line style, color, width and to make changes to the text font and Arrow Style, select the Relationship Line and open the Inspector.

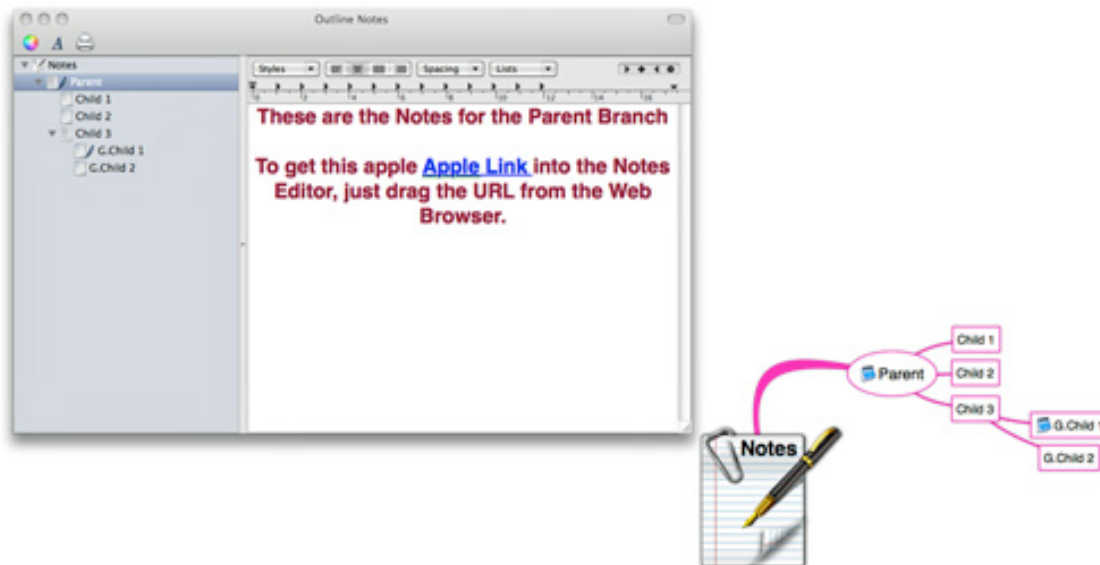
Make your desired changes.

Close the Inspector.

## Mind Map Notes

Adding Notes that relate to the Branches of your Mind Map is a powerful feature that allows you to manage information more efficiently.

Your Notes can be for your own private use or you can print them with your Mind Map to form part of the document.



## Adding Notes

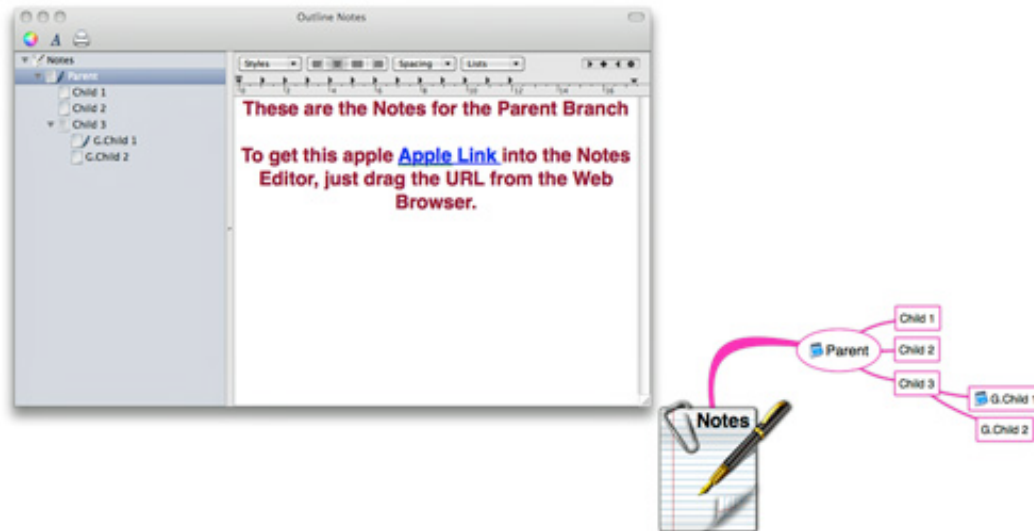
Click on the “Notes” Button on the Toolbar to open Notes.

The Notes Editor is Displayed.

For each Branch of your Mind Map there is a Page.

To add Notes, select the Branch Name from the List on the Left of the Notes Editor.

Add your notes.



Use the Options on the top of Notes Editor to Format the text to suit your needs.

When you are finished, Close Notes.

Branches with associated Notes will display a Note Icon. Click this Icon to launch the Notes Editor and view your Mind Map Notes.

When you wish to return to the Notes Editor Click on the “Notes” Button.



## What can be added to the Notes Editor

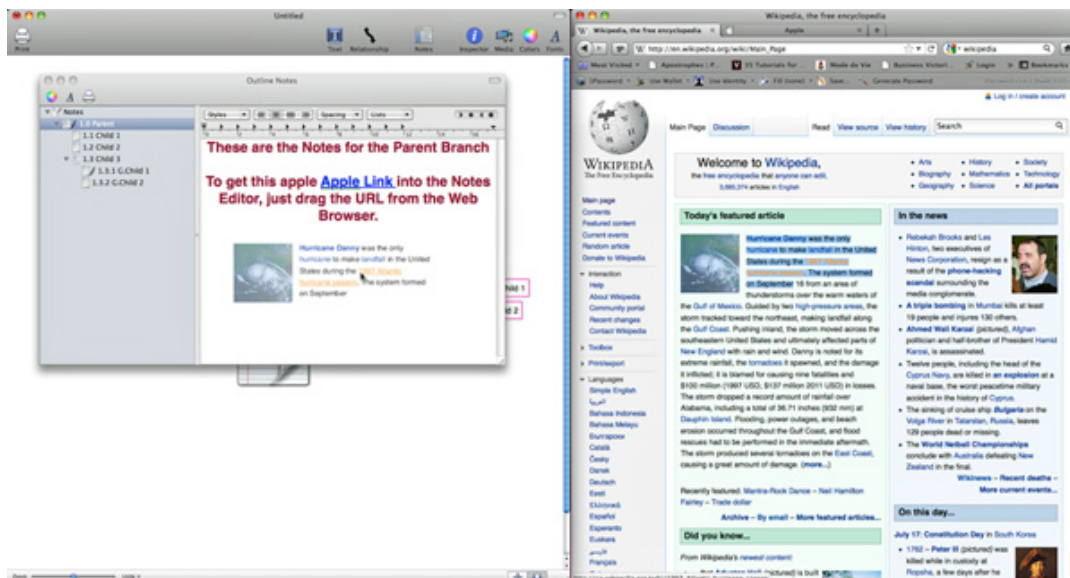
It is probably easier to say what we know cannot be added.

You cannot drag and drop, Media Browser Image/Icon/iPhotos

Other than that the Notes Editor excepts most things.

- Drag and Drop in Web URLs directly from the Browser
- Drag and Drop in text from the Web Browser
- Add Pictures, all sorts

If you have something you'd like to add, give it a go.



## Activating/De-activating Outline Numbering

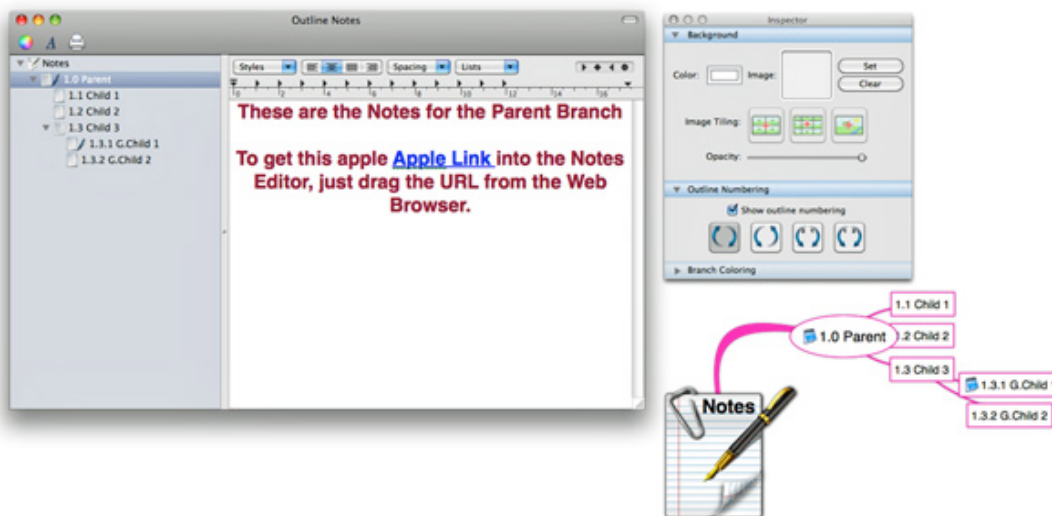
MyThoughts for Mac allows you to quickly and easily add numbering to your Mind Map Branches and these will cross refer to any Notes you have added in the Notes Editor.

To add Outline Numbering.

Click on the Inspector Button on the Toolbar



Under Outline Numbering, check “Show outline numbering”

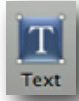


Your Mind Map and any associated Notes are now Numbered.

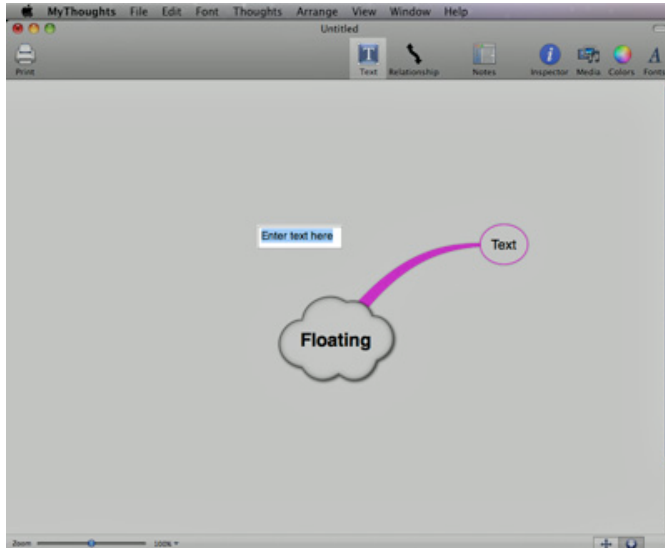
If you wish to change the direction of the numbering use the buttons below the Check box.

Close the Inspector.

## Adding Floating Text



When you wish to add text that is not tied to a mind map Branch, use the Text Button on the Toolbar.



**Note:** Use drag and Drop to position the Floating Text.

If you add Branches that change the layout of the Mind Map the Text will not re-position as it is not related to any of the Mind Map Branches. Simply Drag and Drop to it's new position.

Click the Text Button on the Toolbar

The Text field will appear ready for you to enter the text

Press Return to set the text.

To adjust the Text. Select the Text, the four red dots can be used to change the size of the Text Box Size.

Using the Inspector you can:-

- Align the text
- Change the Font Size
- Change the Font Color
- Add a border
- Add a Shadow
- Adjust the Border Style, Thickness and color
- Select a Fill Color

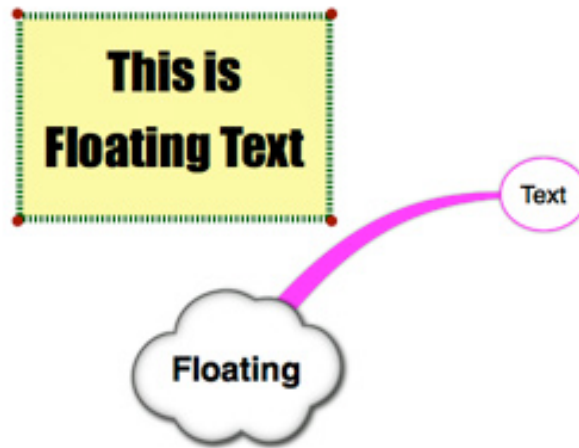
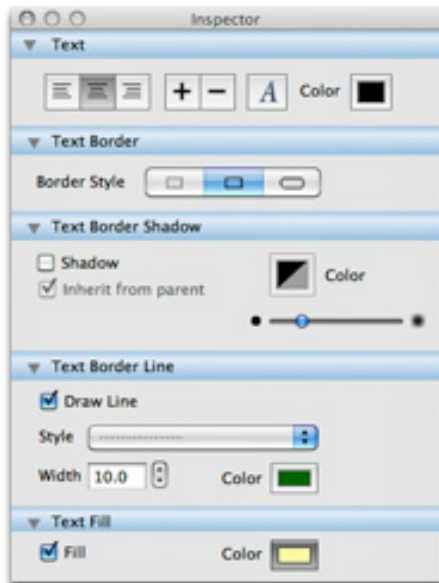
## Formatting Floating Text

If you have added Floating Text to a mind map, you can format this in a number of ways.

Click on the Floating Text to select it



Click on the Inspector Button on the Toolbar.



Using the Inspector you can:-

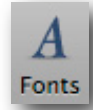
- Align the text
- Change the Font Size
- Change the Font Color
- Add a border
- Add a Shadow
- Adjust the Border Style, Thickness and color

Once the formatting is complete, close the inspector.

## Changing the Font of Floating Text

If you have added Floating Text to a mind map, you can change The Font .

Click on the Floating Text to select it.



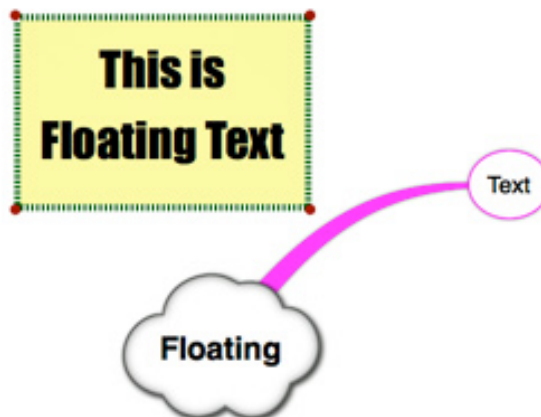
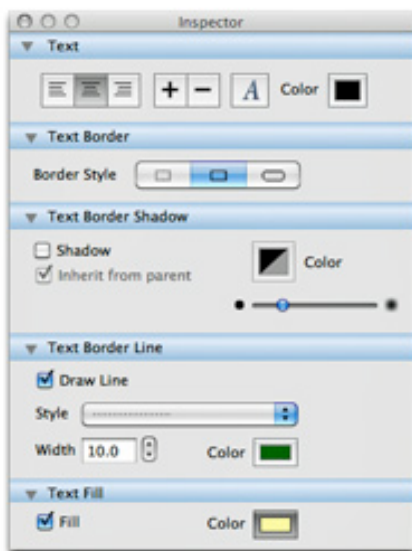
You can now simply Click on Fonts Button.

This opens up the Fonts Dialog where you can make all the standard Font changes and Font Formatting.



If you wish to add borders to the Text Box or other adjustments then you can change the Font via the Font Button in the Text Inspector.

Click on the Inspector Button on the Toolbar



Using the Text Inspector you can :-

- Align the text
- Change the Font Size
- Change the Font Color
- Add a border
- Add a Shadow
- Adjust the Border Style, Thickness and color

Once the formatting is complete, close the inspector.

## Panning to view a large Mind Map

When working with a large Mind Map it is useful to be able to move about the screen to view the Mind Map Elements. To Pan, Press the Space Bar then Click and hold down the Left Button of the Mouse, a Hand Icon will be displayed. Now drag to the direction you require. When finished release the Spacebar and Mouse Button.

## Printing with the MyThoughts for Mac Print Manager

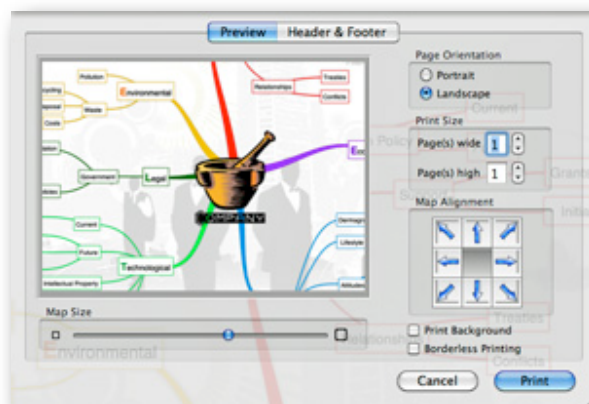
MyThoughts for Mac's Print Manager takes the stress out of printing large mind maps.

It sports a preview pane so you can see the how the settings relate to the printed document.

### The Preview Dialog of the MyThoughts for Mac Print Manager

Go to the Main Menu Bar at the Top of the Screen and select **File>Print**

Or click on the "Print" Button on the Toolbar to open the Print Manager.



Select the Page orientation that best suits your Mind Map

Select the Print Size by choosing over how many Sheets you would like to print over X wide by X High.

Select an Alignment. The Preview Pane will show how our Mind Map will look on paper.

To adjust the size to better fit the page, use the Map Size Slider.

With the settings for your project selected, Click Print.

The usual Mac print dialog will now appear, click "Print" or use the Print Dialog to save as a PDF.

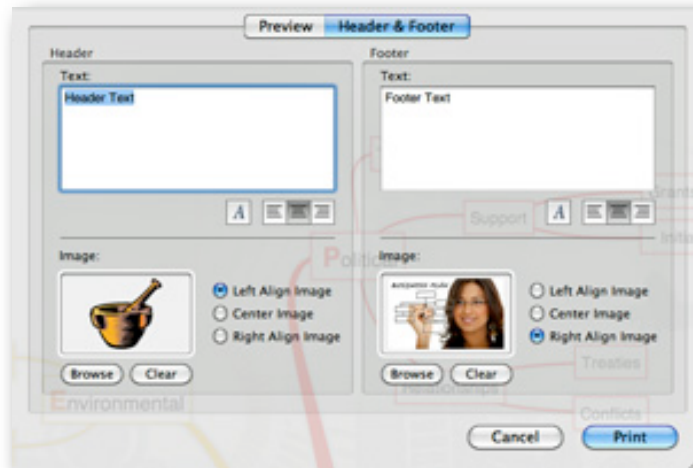
Or continue on to the Header & Footer Tab to add more setting.

## The Header & Footer Dialog of the MyThoughts for Mac Print Manager

When you are ready to Print your Mind Map

Go to the Main Menu Bar at the Top of the Screen and select **File>Print**

Click on the Header & Footer Tab



Add Header and Footer Text and Images and Set the Font and Alignment.

When you are happy with your selections, click "Print"

The usual Mac print dialog will now appear, click "Print" or use the Print Dialog to save as a PDF.

## The Borderless Printing Dialog of the MyThoughts for Mac Print Manager

Borderless printing is required to print over multiple pages. The Print Margins Tab allows fine adjustment of the margins.

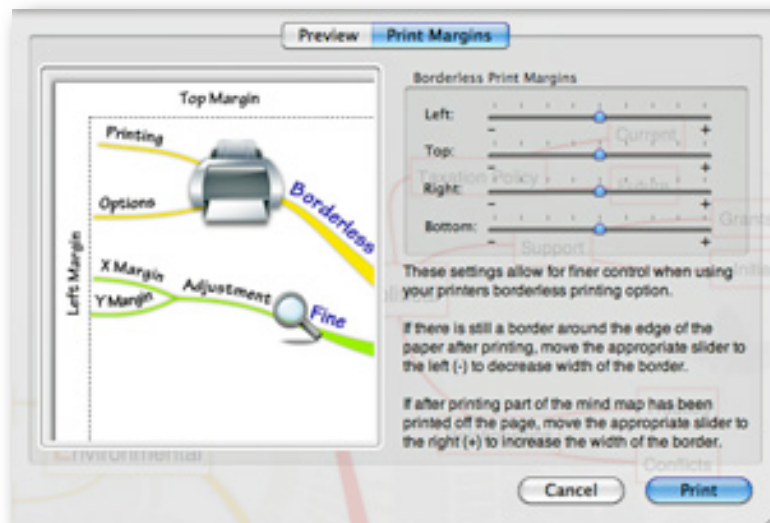
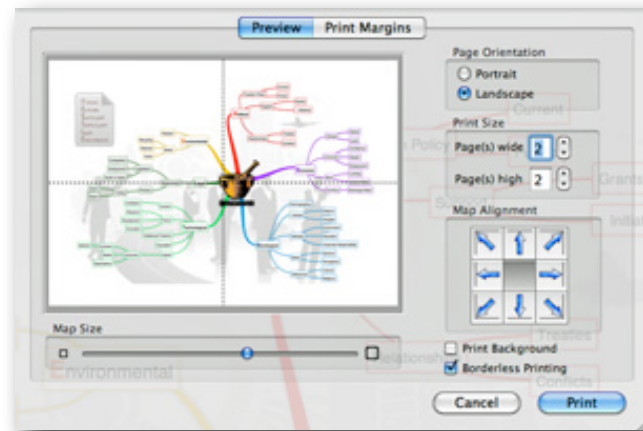
Click on the Print Button to open the Print Manager if it is not already open.

From the Preview Dialog, check Borderless Printing.

The top Two Tabs have now Change so that Print Margins is now shown to the right of the Preview Tab.

Click on the Print Margins Tab

The Print Margins Dialog Options are displayed.



It is important to read the instructions within this dialog.

Make the required adjustments.

With the settings for your project selected, Click Print.

The usual Mac print dialog will now appear, click "Print" or use the Print Dialog to save as a PDF.

Or continue on to the Header & Footer Tab to add more setting.



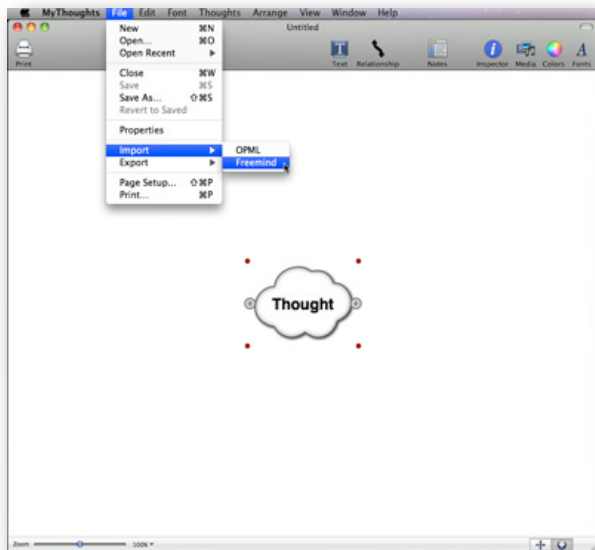
## Importing Files

MyThoughts for Mac imports the following file formats:-

- OPML
- FreeMind

## Importing FreeMind Files

To Import a Freemind File go tot the main menu and select  
File>Import>Freemind



The Finder will be displayed

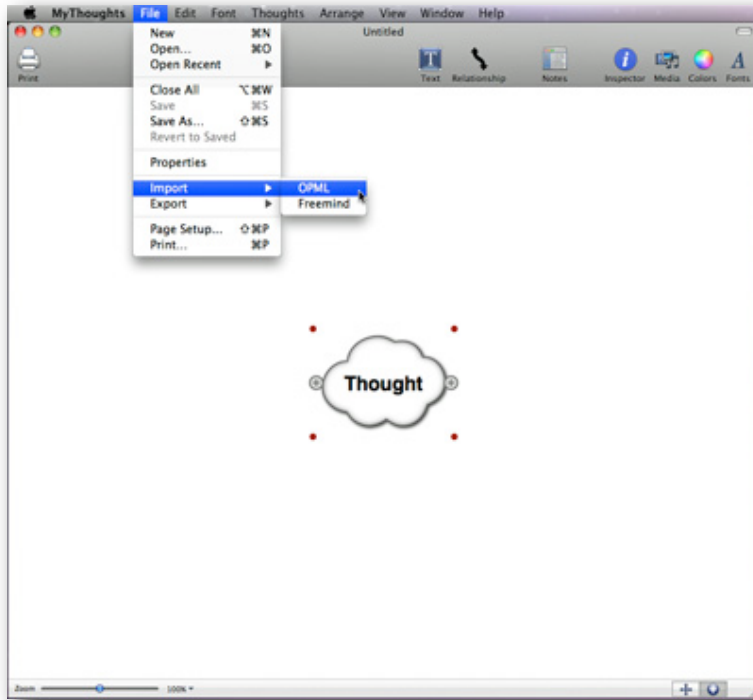
Select the Freemind file you wish to open using MyThoughts for Mac.

Click Open

See also, Preferences for Freemind Import

## Importing OPML Files

To Import an OPML go to the main menu and select  
File>Import>OPML



The Finder will be displayed

Select the .opml file you wish to open using MyThoughts for Mac.

Click Open

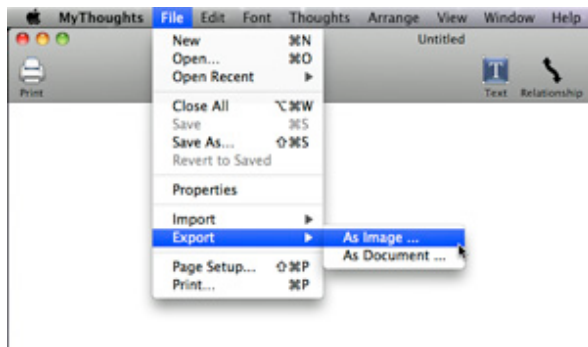
## Exporting your Mind Map

MyThoughts for Mac can export your mind map in a number of different file formats, allowing you to share and utilise your work without limitation.

The File Formats available are:-

- Image File Formats .png, .tiff and jpeg
- Document File Format for Word
- OPML for iPhone
- RTFD for Apple Pages and TextEdit
- PDF - with enhanced options

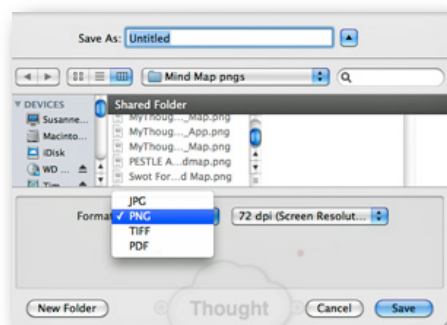
## Exporting your Mind Map as an Image



You can Export your Mind Map as an Image File allowing you to use it in many different ways, such as uploading to websites or adding to presentations.

To Export the Mind Map as an Image

Go to the Main Menu and select *File>Export>As Image*



Give your Mind Map a “Save as” File Name.

Select the destination for the Export File.

Choose the Format, JPEG, PNG, TIFF, or PDF (Basic Export. See Export to document for enhanced export to PDF)

Select the Resolution required, remembering the higher the resolution the clearer the Image but the bigger the file.

When you have selected your required settings, click “Save”

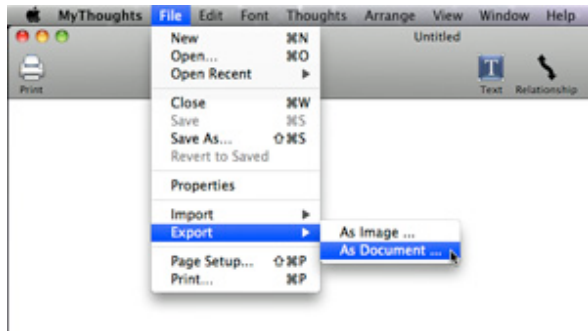
Your MyThoughts for Mac Mind Map will now be found saved as an Image File at your chosen destination.

## Exporting your Mind Map as a Document

You can Export your Mind Map as a Document allowing you to read them using other applications, such as iPhone Mind Mapping Applications and word processors.

To Export the Mind Map as a Document

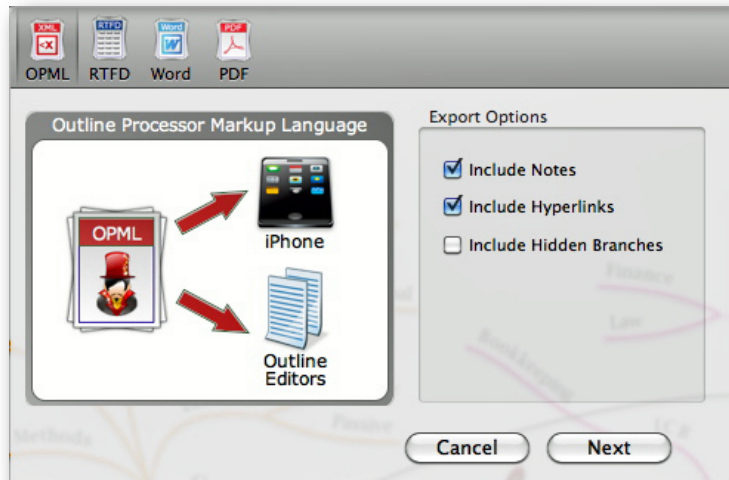
Go to the Main Menu and select *File>Export>As Document*



You can Export to the following File Formats:-

- OPML - for sharing with iPhone Applications and Outline Editors
- RTFD - To read using Pages and Text Edit
- Word - To read using Word
- PDF - Enhanced Export to PDF (For basic Export to PDF see Export as Image)

## Exporting your Mind Map as OPML



With the Export to Document Dialog Open, Select OPML from the choices at the top left of the dialog.

The Options for Export to OPML are:-

To include the Notes you have entered within the Notes Editor.

To Include HyperLinks that have been added to Branches

To Include Hidden Branches, when selected this will export the Branches that have been Collapsed and are therefore not visible on the Mind Map.

Once you have selected the Options you require Click Next

The Save As Dialog is given, choose a File name and destination for the Export and Click Save.

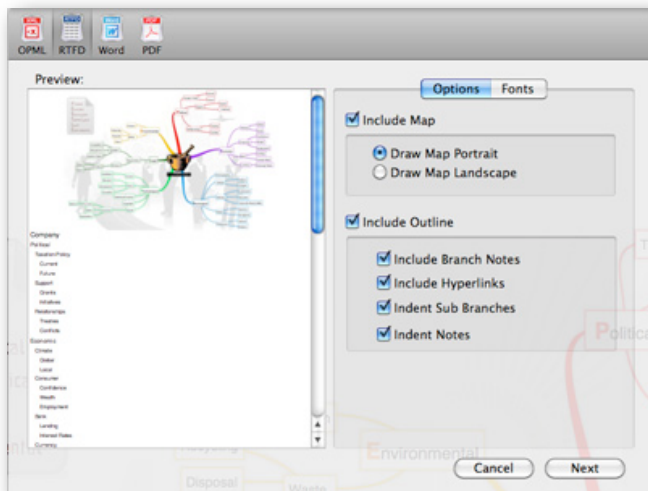
## Exporting your Mind Map as RTFD

Export to RTFD for use in Apple's Pages and TextEdit

### ***RTFD Options Tab***

With the Export to Document Dialog Open, Select RTFD from the choices at the top left of the dialog.

If not selected, select the Options Tab.



Select the Options that are required for the Export

Include Map

Draw Map Portrait or Landscape

Include Outline (Notes)

Include Branch Notes

Include Hyperlinks

Indent Sub Branches

Indent Notes

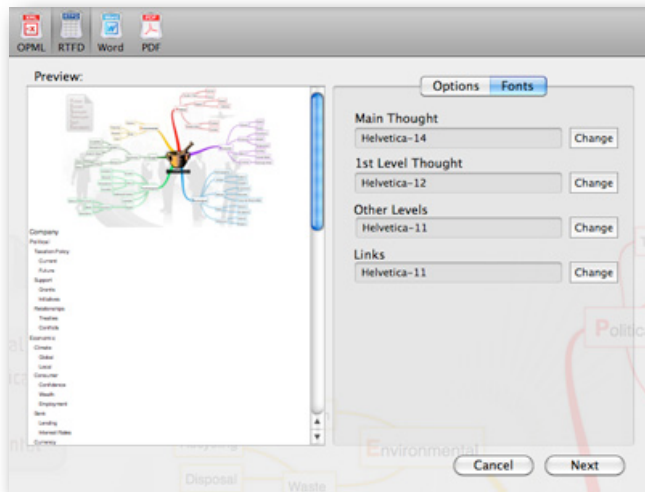
When the desired selections are made, Click Next

The Save As Dialog is given, choose a File name and destination for the Export and Click Save.

## ***RTFD Fonts Tab***

With the Export to Document Dialog Open, Select RTFD from the choices at the top left of the dialog.

If not selected, select the Fonts Tab.



Click Change to change the Font for each Branch level of the Mind Map

When the desired selections are made, Click Next

The Save As Dialog is given, choose a File name and destination for the Export and Click Save.

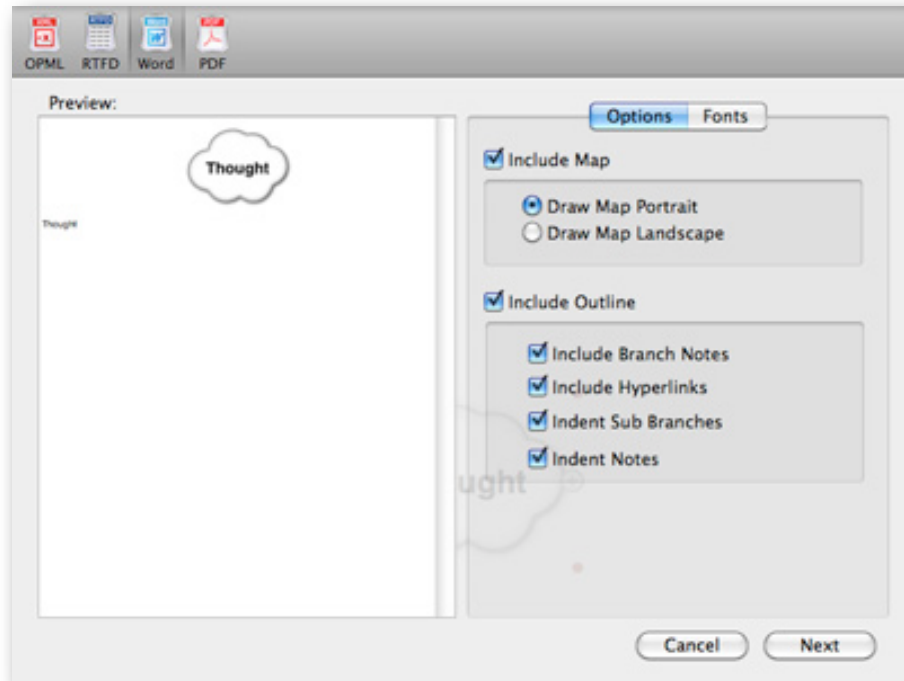
## Exporting your Mind Map as Word

If you require your MyThoughts for Mac Mind Map as part of a Word Document, use Export to Word.

### **Word Options Tab**

With the Export to Document Dialog Open, Select Word from the Options at the top left of the dialog.

If not already selected, select the Options Tab.



Select the Options that are required for the Export

Include Map

Draw Map Portrait or Landscape

Include Outline (Notes)

Include Branch Notes

Include Hyperlinks

Indent Sub Branches

Indent Notes

When the desired selections are made, Click Next

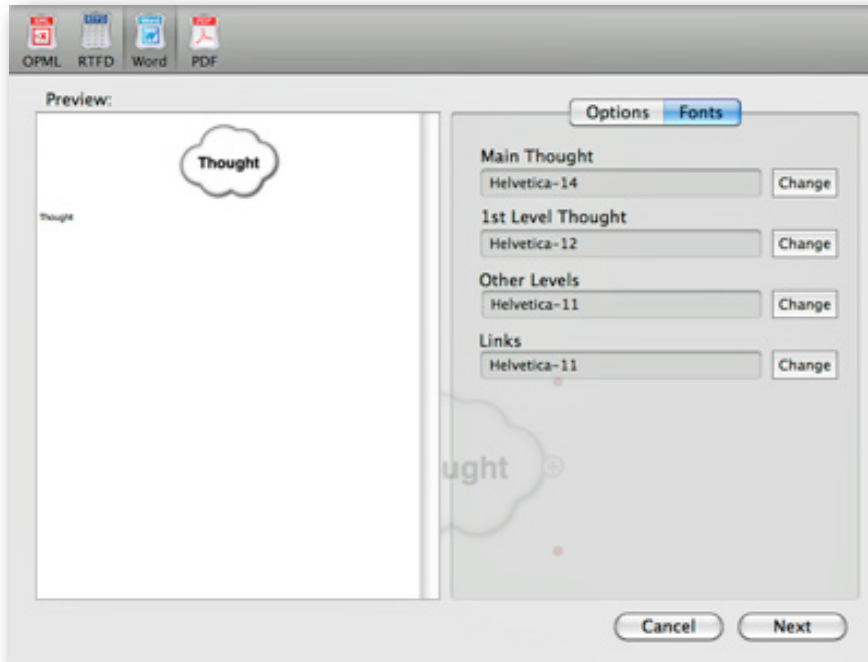
The Save As Dialog is given, choose a File name and destination for the Export and Click Save.



### **Word Fonts Tab**

With the Export to Document Dialog Open, Select Word from the Options at the top left of the dialog.

If not already selected, select the Fonts Tab.



Click Change to change the Font for each Branch level of the Mind Map

When the desired selections are made, Click Next

The Save As Dialog is given, choose a File name and destination for the Export and Click Save.

## Exporting your Mind Map as PDF

With the Export to Document Dialog Open, Select PDF from the choices at the top left of the dialog.

There are three groups of enhanced options for Exporting to PDF via the Export As Document Menu.

Basic Export to PDF is available via the Export As Image Menu, select PDF from the Format Drop Down.

### ***PDF Format Tab***

With the Export to Document Dialog Open, Select PDF from the Options at the top left of the dialog.

If not already selected, select the Format Tab.

Select the Options that are required for the Export

Include Map

    Draw Map Portrait or Landscape

Include Outline (Notes)

    Include Branch Notes

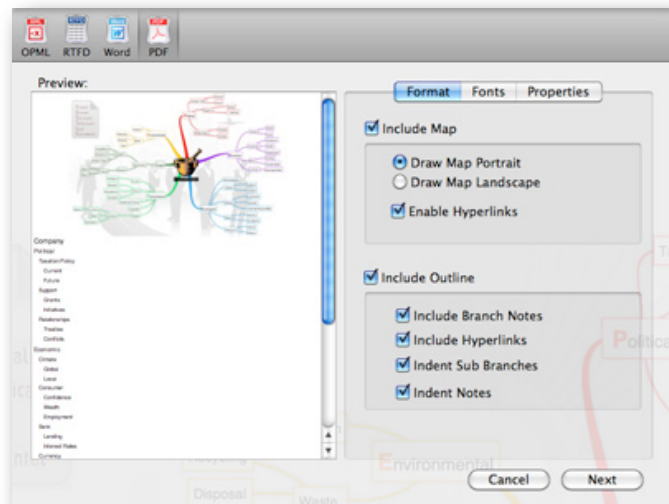
    Include Hyperlinks

    Indent Sub Branches

    Indent Notes

When the desired selections are made, Click Next

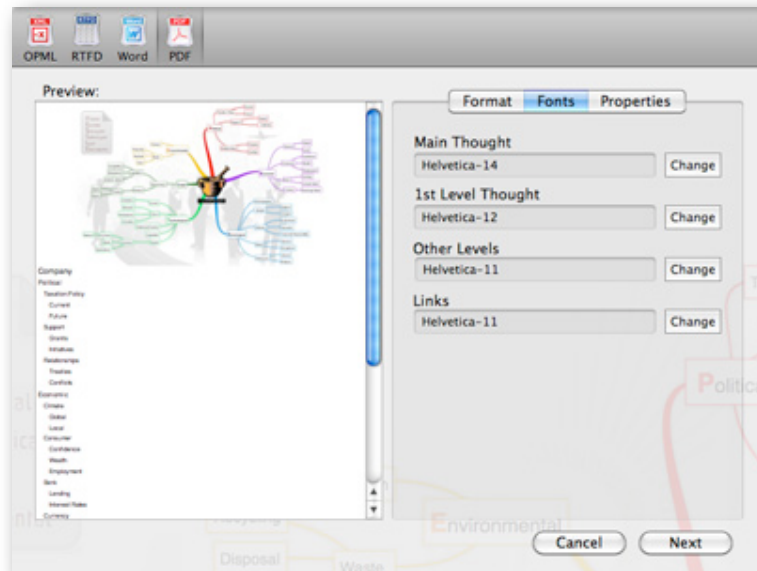
The Save As Dialog is given, choose a File name and destination for the Export and Click Save.



## **PDF Fonts Tab**

With the Export to Document Dialog Open, Select PDF from the Options at the top left of the dialog.

If not already selected, select the Fonts Tab.



Click Change to change the Font for each Branch level of the Mind Map

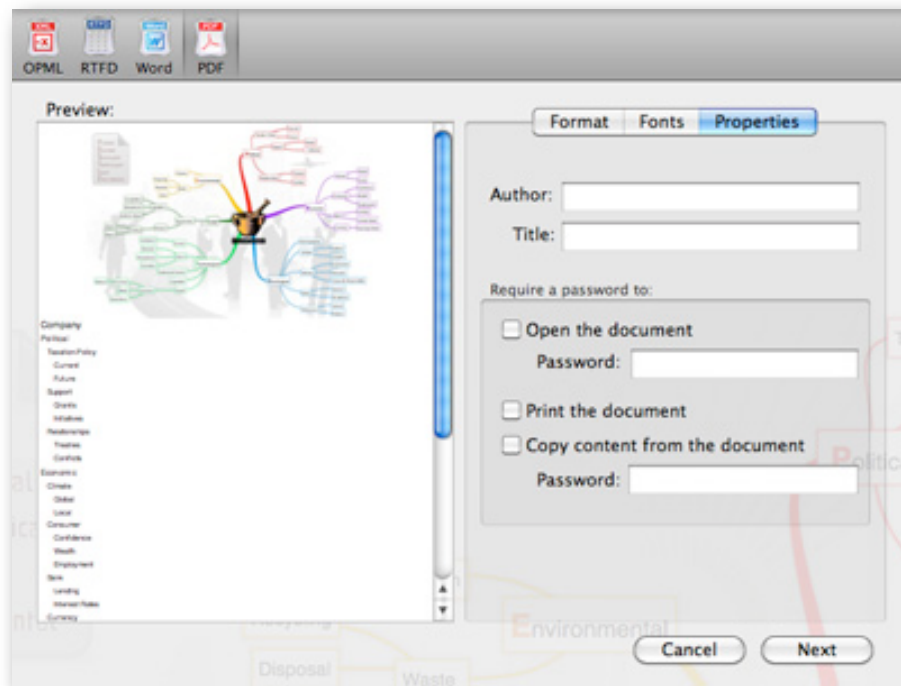
When the desired selections are made, Click Next

The Save As Dialog is given, choose a File name and destination for the Export and Click Save.

### **PDF Properties Tab**

With the Export to Document Dialog Open, Select PDF from the Options at the top left of the dialog.

If not already selected, select the Properties Tab.



Add information relating to the Mind Map Document.

- Author
- Title

Add Passwords for Document Security.

Set the Document to require a password to:-

Open the Document

Print the Document

Copy Content from the Document.

When the desired selections are made, Click Next

The Save As Dialog is given, choose a File name and destination for the Export and Click Save.

# Learning Resources

## MyThoughts for Mac Video Tutorials

Watch the series of short videos on the use and features of MyThoughts for Mac

These can be viewed at [www.mythoughtsformac.com/support/videos](http://www.mythoughtsformac.com/support/videos)

Or at our

[YouTube Channel](#)

## MyThoughts Community Help Desk

The MyThoughts Community Help Desk can be visited at any time. You can search the knowledge base, learn hints and tips, add a feature request or submit a support ticket.

Visit [MyThoughts Community Help Desk](#)

## Contact Details

MyThoughts for Mac has been designed and developed for Mac OS X by Mode de Vie Software

Mode de Vie Software is based in Melbourne, Australia.

Our website is [www.mythoughtsformac.com](http://www.mythoughtsformac.com)

If you wish to contact please head over to the MyThoughts Community Help Desk and submit a ticket.

Visit [MyThoughts Community Help Desk](#)

Please consider the time difference when awaiting a response. Thank you.